

UNITED STATES GOVERNMENT  
PRINTING OFFICE  
STYLE MANUAL



November 1935

ASSISTANT FOREMAN  
DAY

New building occupied Sept. 28, 1903

3 18 3





---

---

UNITED STATES GOVERNMENT  
PRINTING OFFICE  
**STYLE MANUAL**

ISSUED BY THE PUBLIC PRINTER  
UNDER AUTHORITY OF SECTION 51 OF AN ACT  
OF CONGRESS APPROVED JANUARY 12, 1895



NOVEMBER 1935



WASHINGTON : 1935

---

---

GOVERNMENT PRINTING OFFICE  
STYLE BOARD

HERMANN B. BARNHART, *Chairman*

ROSCOE E. BABER

RICHARD POWERS

WILLIAM GRAF

HENRY C. THOMSON

JOSEPH H. PHILLIPS

LEWIS W. ZIM, JR.

*Ex Officio*

EDWARD M. NEVILS

*Production Manager*

EDWARD A. HUSE

*Night Production Manager*

HOWELL K. STEPHENS

*Superintendent of Printing*

GEORGE F. VON OSTERMANN

*Foreign Language Editor*



UNDER DIRECTION OF THE PUBLIC PRINTER

AUGUSTUS E. GIEGENGACK

EXTRACT FROM THE  
PUBLIC PRINTING LAW  
OF JANUARY 12, 1895



SECTION 51. THE FORMS AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY ANY OF THE DEPARTMENTS SHALL BE EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE TO BE USED, SHALL BE DETERMINED BY THE PUBLIC PRINTER, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED (U. S. C., TITLE 44, SEC. 216).



# CONTENTS

	Page
Suggestions to authors and editors.....	1
General instructions.....	5
Capitalization.....	15
Guide to capitalization.....	25
Spelling.....	43
Compound words.....	51
Guide to compounding.....	55
Abbreviations.....	87
Numerals.....	95
Symbols.....	99
Punctuation.....	101
Tabular work.....	111
Leader work.....	121
Date lines, addresses, and signatures.....	123
Italic.....	129
Fol., fol. lit., etc.....	131
Court work.....	133
Miscellaneous.....	141
General information.....	145
Plant names.....	161
Counties.....	167
Patents.....	177
Congressional Record.....	187
Congressional Record Index.....	214
Senate and House Journals.....	217
Senate Journal Index.....	227
House Journal Index.....	230
Nominations, reports, documents, laws.....	233
Foreign languages.....	255



## SUGGESTIONS TO AUTHORS AND EDITORS

This **STYLE MANUAL** is intended to facilitate Government printing. Careful observation of the following suggestions will aid materially in expediting publication and reducing printing expenditures. As a general rule, copy will be printed in conformity with this **STYLE MANUAL**.

*Copy should be carefully edited in accordance with the style here laid down before being sent to the Government Printing Office. Changes on proof sheets add greatly to the expense and delay the work.*

Legible copy, not faint carbon copies, must be furnished. This is most essential for copy in foreign languages and copy containing figures.

Copy should be sent flat, with the sheets numbered consecutively, and typewritten, if possible, on one side of the paper only. If both sides of reprint copy are to be used, a duplicate must be furnished if available.

To avoid mutilation of copy, each page should begin with a paragraph.

Tabular matter should be written on sheets separate from the text, as it is handled separately during composition.

Proper names, signatures, figures, foreign words, and technical terms should be written plainly and verified.

Manuscript and typewritten copy in a foreign language should be marked accurately to show capitalization, punctuation, accents, etc.

Reference marks in text and tables should be arranged consecutively from left to right across each page. (See table, p. 119.)

Photographs, drawings, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title.

A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (U. S. C., title 44, sec. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of the copy.

Samples should be furnished if possible. They should be plainly marked, showing whether they illustrate the desired type, size of type page, paper, trim, lettering, or binding; but they will not be considered as style for composition if they conflict with the rules in this **STYLE MANUAL**.

All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.



Corrections should be marked on the margins of a proof sheet opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

Corrections in proofs read by authors or department readers must be indicated as follows:

- ⊙ Period.
- ， Comma.
- Hyphen.
- : Colon.
- ； Semicolon.
- ’ Apostrophe.
- “ ” Quotations.
- Em quadrat.
- $\frac{1}{m}$  One-em dash.
- $\frac{2}{m}$  Two-em parallel dash.
- ⌞ Push down space.
- ⌝ Close up.
- ✓ Less space.
- ^ Caret—left out, insert.
- 9 Turn to proper position.
- # Insert space.
- ⌈ or ⌋ Move to left or to right.
- ⌊ or ⌋ Move up or move down.
- tr.* Transpose.
- or *stet.* Let it stand.
- 3 Dele—take out.
- ⊗ Broken letter.
- ¶ Paragraph.
- No ¶* No paragraph.
- w. f.* Wrong font.
- ✓7 or *eq. #* Equalize spacing.
- ≡ or *caps.* Capitals.
- = or *s. c.* Small capitals.
- l. c.* Lower-case.
- ^ or 1 Superior or inferior.
- or *ital.* Italic.
- rom.* Roman.
- [ ] Brackets.
- ( ) Parentheses.



## TYPOGRAPHICAL ERRORS

6-pt. ital. caps

d.c. It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned The learned correctors of the first two centuries of printing were not proofreaders in our sense; they were rather what we should term office editors. Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its latinity, ~~that the words were there,~~ and that the sense was right. They cared but little about orthography, bad letters or purely printers errors, and when the text seemed to them wrong they consulted fresh authorities or altered it on their own responsibility. Good proofs in the modern sense, were ~~not~~ possible until professional readers were employed men who had first a printer's education, and then spent many years in the correction of proof. The orthography of English, which for the past century has undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the miss or hit plan. The approach to regularity, so far as we have, may be attributed to the growth of a class of professional proofreaders, and it is to them that we owe the correctness of modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who published them. The story is related that a certain woman in Germany, who was the wife of a printer, and had become disgusted with the continual assertions of the superiority of man over woman which she had heard, hurried into the composing room while her husband was at supper and altered a sentence in the Bible, which he was printing, so that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead of "And he shall be thy Lord." The word not was omitted by Barker, the King's printer in England in 1632, in printing the seventh commandment. He was fined £3,000 on this account.

e  
1 1/2

3/8

stet.  
3/4

1/2

1/2

lead.

lead.

Out; see copy.

h

l.c./who

1 1/2

3/4

over

4/2



## GENERAL INSTRUCTIONS

### PREPARING COPY

The first duty of copy preparers is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and such other matters as are necessary to give the completed book a good typographic appearance. They must indicate point size and type series on copy, and whether matter is to be leaded or double-leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked, text copy will be set in 10-point solid and tables in 6-point solid. Two-point rules will be used in tables unless otherwise specified.

It is not absolutely necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as the preparation is to be followed if the same thing should appear more than once on the sheet; but on copy marked "Fol." the preparation must be carried throughout.

Copy that is ordered to be kept clean and returned intact must be marked as lightly as possible, so that erasures may be easily made.

Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this manual unless authorized to do so by the Chief Copy Preparer.

The following rules apply to all copy:

#### **Abbreviations.**

In marking abbreviations to be spelled, copy preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of two constructions.

#### **Capitalization.**

Unusual forms of capital and lower-case letters must be indicated.

#### **Date lines, addresses, and signatures.**

Copy preparers must mark caps, small caps, italic, abbreviations, and indentions; also indicate where lines are to be broken if necessary.

#### **Decimals and common fractions.**

In figure columns containing decimals or common fractions preparers must indicate at the top of each folio of a continued table the "clear" necessary to preserve proper alinement. The "clear" indicated for decimals does not include the bear-off.

#### **Folioing and stamping copy.**

Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner.

Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next divide to the end.

#### Footnotes and references.

Footnotes and references, in general (see p. 143), run consecutively from 1 to 99 and then begin with 1 again. Copy preparers must see that references and footnotes are plainly marked and indicate if they are to be set in half or third measure. On a job that is not completed the last footnote number must be given to the Chief Copy Preparer, who will enter it on his copy book, so that there will be no question as to the next footnote number. (See Page and stone revising, p. 10; Reference marks and footnotes, p. 143.)

If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

#### Headings.

The type to be used for all headings must be marked—case number or size of type, indicating whether italic, small caps, or caps and small caps.

#### Pick-up.

The jacket number of a job from which matter is to be picked up must be indicated, and the copy preparer must ascertain whether pick-up is available. Uniform style must prevail on new matter and on pick-up.

#### Signs, symbols, etc.

All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be written, as they are frequently mistaken for italic or symbols.

The symbols A1, C1, T1 are sometimes mistaken for A1, C1, T1 in typewritten matter. Copy preparers must indicate whether the second character is a letter or a figure.

### COMPOSITION

Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

In setting inserts on a pick-up or on a proof, the compositor or operator must indicate with a pencil what portion was actually reset.

Every precaution must be taken to prevent the soiling of proof sheets, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

Corrections queried in a ring must *not* be made, as such queries are intended for the author.

After a proof is read the first time, if a word or line is pied or a drop-out occurs, the workman must call attention to it in writing on the proof sheet. If a proof sheet is not available, the type involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.



In correcting matter set on the linotype machine, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as are necessary. Matter must be "run down" to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

### READING AND COPY HOLDING

Foremen of composing sections must see that the copy preparer's instruction sheet is sent to the Proof Section with the first installment of each job.

Readers must consult the copy preparer's instruction sheet.

Speed is desirable, but accuracy is of first importance.

The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

If the reader detects inconsistent and erroneous statements, made by the writer through lapse of memory or slip of the pen, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his correction. If he does not know, he must query.

If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form, he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful, he must underscore the matter in doubt and write "Author verify" enclosed in a ring in the margin. It is not enough to write only a query in the margin: the reason for the query must be clearly shown. If there is little doubt, the correction should be made, but a query enclosed in a ring must be written beside the correction to call the author's attention to it.

A query appearing on copy must be carried to the author unless readers can definitely answer it.

Proofs that are not clearly printed or are in any manner defective must be called to the attention of the deskman.

The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed on the margins above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and a frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who have occasion to handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not mark transpositions in little-known words or in figures, but write the letters or figures in the order in which they are to appear.

In marking errors in display type the case number must be indicated.

Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

On discovering evidence of any wrong-font matrices readers must immediately inform the referee.

Readers must not make important changes in indentions or tables without consulting the referee.

The marks of the copy preparer must be given consideration by all, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

All instructions on copy must be carried on proof sheets by readers.

Folios of copy must be "run" by the copy holder and verified as marked on proof.

In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones and should be pronounced distinctly. Plurals will be clearly sounded, and names of persons or geographic designations pronounced distinctly or read by letters.

### MAKING-UP

Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used. He should also know whether work is to be printed from type or plates. If the work is to be printed from type or flat plates, it must be made up with a 10-point slug at bottom within the gage, but it can be made a flush page if necessary; if from curved plates, no flush pages should be made, the longest to be 4 points shorter than the gage.

If it is found necessary to make a page a few lines short, the facing page should be of approximately equal length if the text permits.

A blank or sink of 72 points should be left at the head of each new odd or even page of octavo (document) or greater depth; pages with a depth of from 6 inches to octavo will carry a 60-point sink; pages less than 6 inches, 48 points.

If top center folio is used, the folio on a new page must be placed in the center, at the bottom, enclosed in parentheses.

Contents, lists of illustrations, the preface, or any other matter that makes a page in itself should be placed 12 points or more nearer the top than the bottom, the difference depending upon the length of page. (See p. 11, par. 14, for standard make-up of Government publications.)

In "cleared" indexes the words being cleared must be repeated at the top of the column or page.

Continued heads over tables and leader work must be condensed into one line if possible.

Footnote references should not be repeated in box heads or in continued lines over tables unless special orders are given to do so, but they must be repeated after continued lines in stubs.

Six-point notes above tables should be enclosed in brackets and are not repeated with continued heads unless they are needed on each page for the sake of clarity.

For arrangement of footnotes, see page 11, paragraph 16.

Unless other type is indicated, legends for illustrations should be set in 6-point roman, lower-case.

Legends and explanatory matter with illustrations are set full measure unless text is to be run at the side or unless the illustration is wider than full measure.

Legends (for illustrations that run lengthwise of the page), broad tables, etc., must read up.



Center heads, whether in black face, caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the center lines should be reduced, commencing at the bottom of the page.

In making up a page of two or more columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column below. If a table occurs under the same conditions, the text should double up above it.

### IMPOSITION

A page is considered the unit of a signature, the two companion pages the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheet-wise, these companion pages are never separated; their position is determined by the fold.

To illustrate further the fact that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet, as regards outer margins, when it is divided into halves, quarters, eighths, or sixteenths. For example, a sixteen is to be made up to 24- by 38-inch paper, side wire-stitched, the half of which the 24-inch way is 12 inches. The width of the two type pages, say, is 48 ems of 12-point, or 8 inches, and the back is 10 ems of 12-point, or 1 $\frac{1}{2}$  inches, leaving 2 $\frac{1}{2}$  inches to be used as margin, one-half of which is to go on the outside of each printed page (1 $\frac{1}{2}$  inches, or 7 ems of 12-point), making 12 inches in all.

The other two companion pages that go to make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

Margins should be governed by the trimmed book and not by the untrimmed sheet. The gutter or back margin should be such that it will bring the pages nearly in the center of the open printed book without using fractional parts of 12 points, putting the excess space in the outer margins, except in books that are to be side-stitched with wire, in which 12 points additional per page must be allowed for space that will be taken up. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. In adopting the type page and trim allowances stated herein, the economical use of stock has been considered. The type page has been made as large as possible. The top margin of the trimmed book should be at least 3 ems of 12-point and the bottom margin at least 4 ems of 12-point. The outside margin should be at least 1 em of 12-point greater than the back but not as wide as the bottom margin.

If a running head is used, the head margin should be the same as the back; but if a center folio is used, that line and the slug below it should be counted as part of the margin.

If a book makes less than 80 pages (weight of paper to be considered) and is not to be sewed, it should be imposed as an inset for saddle stitching, with gutter margin same as a sewed book.

## REVISING

## Galley revising.

The importance of revising proofs cannot be overestimated. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof sheet. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See third paragraph under Page and stone revising.)

A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the foreman for decision.

In the body of the work new pages must be properly indicated on the proof sheet. Tables of contents, letters of transmittal, lists of illustrations, the text proper, all matter following half titles (except parallel tables), and indexes must begin on new odd pages unless instructions to the contrary are given.

All instructions on proofs must be transferred to revises.

All queries made by the author or copy preparer and carried or made by the readers must be carefully transferred to the revises.

Each paragraph in a proof containing an alteration that makes one or more overruns should be reread.

Revising must be done with reasonable dispatch, but accuracy must not be sacrificed for speed.

Corrector's slug number must be written on revise proof.

## Page and stone revising.

Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed, but he must be on the alert for a multiplicity of points not coming within their sphere.

A blank page must be indicated at the bottom of the preceding page.

Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which corrections have been made, to see that the line has been inserted in the proper place, and to see that the lines above and below it have not been disturbed. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was made in the wrong place or if lines have been transposed.

The following rules must be carefully observed:

1. See that the proof sheets are clean and clear; send for another proof if they are not.

2. See that galley proofs run consecutively and, in continuous make-up, that the matter on the galleys connects before beginning the page revise.

3. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature mark is correctly placed. If an error is found in running heads or in signature marks, notify the Chief Reviser immediately, so that the correction may be made in other forms or pages of the same job.

4. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all unanswered queries if the proof goes again to the author; if not, see that all queries are answered.



5. If a revise is not properly corrected or is not reasonably free from errors, call for another correction and proof (stating number wanted) and destroy all duplicates.

6. Be on the lookout for drop-outs, doublets, and transpositions.

7. Read all running heads and box heads in continued tables; see that all leading lines are carried at the top where subordinate matter turns over, that dollar marks and italic captions of columns are properly placed and uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

8. Preserve complete files of all proofs returned to the desk.

9. On the first page of a signature of a stone revise carry any special directions that may be necessary, and on open or session jackets carry the number of copies to be printed.

10. When page proofs are to be sent out on partly completed jobs, fill out Reviser's Memoranda, noting the last galley, the last page, the signature mark, the page on which the last signature mark occurred, and the folio lines. Attach the memoranda to the "mark-off" galley and return to the Chief Reviser.

11. Make sure that different sets of proof sheets on any work are correctly marked in series ("R", "2R", "3R", etc.); where a sheet is stamped "Another proof", carry the same designating "R" on the corresponding clean proof, destroying the stamped proof when it has served its purpose. Advance the "R", "2R", "3R", etc., on each set of page proofs returned from the originating office if a dummy folio has been used, but when the true folio is finally given revert to the single "R." When the "R" is not to be advanced, use an "x", as "2R<sup>x</sup>."

12. If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

13. See that rules do not lap, that work is not jammed in the lock-up, that damaged letters and "slips" are indicated, and that the matter is ready in all respects to pass rigid inspection.

14. Government publications will be made up in the following order unless otherwise indicated: Page I, title; page II blank; page III, table of contents; if contents ends on page III, page IV blank; page V, letter of transmittal; page VI blank; page VII, preface. The text proper will begin with page 1.

15. Legend lines of full-page cuts that run the broad way should be printed so as to read up—that is, the even-page legend should be on the binding or inside margin and the odd-page legend on the outside margin.

16. If a footnote is eliminated, renumber the footnotes so that numbers will run consecutively on facing pages. The omission of a footnote does not necessitate changing the numbers beyond this point.

If the footnotes in an entire job have been made uniform, even though not according to style, do not change them. Footnotes are to be made paragraphs, but short notes may be doubled up. If a footnote is added in proof, use the preceding number with a superior letter added, as <sup>15a</sup>. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with two leads on each side of the rule. (See Footnotes, p. 121.)

In revising galleys into pages, revisers must enter on the "mark-off" slip the number of the last footnote and see that instructions to the maker-up are followed.

#### Press revising.

Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and make-up of Government publications. He is required to O. K. all forms that go to press—book work, covers, job work, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job and be familiar with all types of imposition, folds, etc. He must be capable of ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed book or job to the required size.

Although speed is essential when forms reach the pressroom, accuracy must under no consideration be sacrificed.

#### SIGNATURE MARKS, ETC.

All signature marks are set in 6-point lower-case and are indented 3 ems.

Figures indicating the year should follow the jacket number in signature marks:

125327—35—4

116529—pt. 5—35—3

116529—vol. 1—35—3

The signature line is placed below the all mark (○) but above the imprint if both appear on the same page.

The all mark is placed below the page, bulletin, or circular number but above the signature mark, if both appear on the same page.

Imprints and signature marks appearing on short pages of text are placed at the bottom of the page.

All jobs to be cast take a degree mark (°) immediately after the jacket number in the signature mark.

All jobs to be offset take a capital O immediately after the jacket number in the signature mark.

On a job reprinted on account of change, a black star (★) is placed in the signature line and, with the date, on the title page:

★17234—35—2

★12-15-35

The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 74-1—2

S. Doc. 57, 74-2, pt. 1—2

H. Rept. 120, 74-2—8

S. Doc. 57, 74-1—2

S. Doc. 57, 74-2, vol. 1—2

S. Rept. 100, 74-2—9

In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

For pasters the jacket number, the figures indicating the year, and the page to be faced by the paster are used as follows (no punctuation):

12344—35 (Face p. 10)

On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left-hand side.

If more than one paster faces the same page, each is numbered as follows:

12344—35 (Face p. 19) No. 1  
12344—35 (Face p. 19) No. 2

## IMPRINTS AND PRICE NOTICES

**Imprints.**

The Government Printing Office imprint must appear on all printed matter.

The full imprint is used on the title page of a congressional speech.

The imprint and all mark are not used together on any page; if one is used the other is omitted.

The imprint is not used on a half title or (except on congressional hearings) on any page of a cover.

If there is a title page, the imprint is placed on the title page, but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text.

The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page ii, the full imprint is used on the title page; if it is printed on the title page, half imprint only, thus—Washington: 1935.

**Price notices.**

If there is a cover but no title page, the price notice is printed on page 1 of the cover. If there is a title page, with or without a cover, the price notice is printed at the bottom of the title page below a cross rule. If there is no cover or title page, the price notice is printed at the end of the text, below the imprint, separated by a cross rule.

Price notices are not printed on title pages of congressional documents.

Samples of imprints and price notices are given below.

On title page:

UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON: 1935

---

For sale by the Superintendent of Documents, Washington, D. C. - - - - - Price 00 cents

On last page of text:

U. S. GOVERNMENT PRINTING OFFICE: 1935  
(16 points)

---

For sale by the Superintendent of Documents, Washington, D. C. - - - - - Price 00 cents

Imprint on last page of text (usually at right):

U. S. GOVERNMENT PRINTING OFFICE: 1935





Capitalization

Guide to  
Capitalization

Spelling

Compound  
Words

Guide to  
Compounding

Abbreviations



# CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

The initial capital letter is all that remains of our originally all-capital alphabet. It survives because it serves a definite purpose, such as introducing a sentence or an enumeration, distinguishing an individual within a class, or indicating preeminence, respect, or distinction attaching to a certain individual, position, or object. By thus emphasizing words, the capital letter helps the reader to grasp their significance more readily. Purpose, therefore, rather than mere opinion, is the logical criterion in deciding whether a particular word should be capitalized.

The fundamental principle underlying rules for capitalization in the English language is that proper nouns and proper adjectives are capitalized and that common nouns and common adjectives are not capitalized. The difficulty in applying this principle lies in the fact that some nouns and adjectives are construed as proper in certain connections and common in others. It is impossible to give rules that will cover every conceivable problem, but by considering the purpose to be served and the fundamental principle it is possible to attain a considerable degree of uniformity.

The list of approved usages given on pages 25-42 will serve as a reference guide. Manifestly such a list cannot be complete, but the correct usage with respect to any term not included can be determined by analogy or by application of the rules.

## PROPER NAMES

**Proper names.**

1. Proper names are capitalized.

Rome  
Brussels

John Macadam  
Macadam family

Italy  
Anglo-Saxon

**Derivatives of proper names.**

2. Derivatives of proper names, if used with a proper meaning, are capitalized.

Roman (of Rome)

Johannean

Italian

(a) Derivatives of proper names, if used with an acquired and independent common meaning, are lower-cased. For derivatives not found in the list on page 31, Webster's Dictionary will be accepted as authority.

roman (type)  
brussels sprouts  
venetian blinds

macadam (crushed rock)  
watt (electric unit)  
plaster of paris

italicize  
anglicize  
pasteurize

**Common nouns and adjectives in proper names.**

3. A common noun or common adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue	Crow Reservation; the reservation
Bunker Hill Monument; the monument	Federal Express; the express
Statue of Liberty; the statue	Cape of Good Hope; the cape
Roosevelt Dam; the dam	Jersey City; <i>also</i> Washington City; <i>but</i>
Boston Light; the light	city of Washington; the city
Angeles National Forest; the national forest	Cook County; the county
Soldiers' Home of Ohio; the soldiers' home	Lake of the Woods; the lake
Johnson House (hotel); Johnson house (residence)	North Platte River; the river
	Lower California; <i>but</i> lower Mississippi
	Charles the First; Charles I
	Fourteenth Census; the census

(a) A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Canal (Panama Canal)  
 the Capitol, the Monument (at Washington)  
 the District (District of Columbia)  
 the Lakes (Great Lakes)  
 the Soldiers' Home (District of Columbia only)

(b) The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and F Streets	State and War Departments
Lakes Erie and Ontario	British and French Governments
Potomac and James Rivers	Presidents Washington and Adams

(c) A common noun used with a date, number, or letter, merely to denote time or sequence, or merely for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See list on pp. 25-42.)

act of 1928	article 1	appendix C	abstract B
treaty of 1918	book II	class I	collection 6
war of 1914	chapter III	column 2	exhibit D
first district	page 2	figure 7	group 7
(not congressional)	paragraph 4	plate IV	schedule K
twentieth century	part I	table 4	signature 4
ward 2	section 3	volume X	station 27

(d) The following terms are lower-cased, even with a name or number. (For capitalized forms, see Geographic terms, p. 33.)

aqueduct	dike	levee	tunnel
breakwater	ditch	lock	watershed
buoy	dock	pier	weir
chute	drydock	reclamation dis-	wharf
dam (lower-case with number; capitalize with name)	floodway	trict or project	
	irrigation district or project	slip	
		spillway	

**Definite article in proper names.**

4. The word *the* (or its equivalent in a foreign language) used as an essential part of a proper name or a title is capitalized.

*British Consul v. The Mermaid* (title of legal case)  
 The Dalles (Oreg.); The Weirs (N. H.); *but* the Dalles region; the Weirs streets  
 The Hague; *but* the Hague Court; the Second Hague Conference  
 El Salvador; Las Cruces; L'Esterel  
 The Adjutant General (prescribed by law to designate the chief adjutant general)  
 The Assistant Secretary (chief assistants, War, Navy, Labor)  
 The National Archives



(a) In common practice this rule is disregarded in references to newspapers, periodicals, vessels, airships, trains, and firm names.

the Times	the <i>Mermaid</i> ; the <i>U-3</i>	the Federal Express
the Atlantic Monthly	the <i>Los Angeles</i>	the National Photo Co.

#### Particles in names of persons.

5. In foreign names such particles as *d'*, *da*, *della*, *van*, and *von* are capitalized unless preceded by a forename or title.

D'Orbigny; Alcide d'Orbigny  
 Da Ponte; Cardinal da Ponte  
 Van Rensselaer; Stephen van Rensselaer

(a) In American and British names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven  
 Thomas De Quincey; William De Morgan  
 Henry van Dyke (his usage)  
 Samuel F. Du Pont; *but* du Pont de Nemours (in firm name)

If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

(b) In names set in capitals *de*, *von*, etc., are set in caps and small caps but are closed up with the surname only if that is the individual preference.

#### Names of organized bodies.

6. The full names of organized bodies and the distinguishing substitutes for such names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 25-42.)

##### National governmental units:

United States Congress: Seventy-second Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other committees)  
 Department of Agriculture: the Department; Division of Publications; the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments; department clerk  
 French Ministry of Foreign Affairs: the Ministry  
 Bureau of the Census: the Census Bureau; the Bureau; the Census Office; the Office  
 Geological Survey: the Survey  
 Interstate Commerce Commission: the Commission  
 National Advisory Committee for Aeronautics: the Committee  
 Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board  
 Foreign Service: the Service  
 American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general  
 Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury  
 United States Army, French Army: the Army; the Infantry; Eighty-first Regiment; the Regulars; the Volunteers; Army Establishment; the Army Band; Army officer; Regular officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman  
 United States Navy, British Navy: the Navy; the Marine Corps; the Air Service; Navy (Naval) Establishment; Navy officer; *but* navy yard; naval officer; naval station

## International organizations:

League of Nations: the League; the Council; the Assembly; the Secretariat

International Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)

Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

## Common-noun substitutes:

Virginia Assembly: the assembly; the senate; the house of delegates

California State Highway Commission: Highway Commission of California; the highway commission; the commission

Montgomery County Board of Health: the Board of Health of Montgomery County; the board of health; the board

Buffalo Consumers' League: the consumers' league; the league

Republican Party: the party

Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company

Riggs National Bank: the Riggs Bank; the bank

Metropolitan Club: the club

(a) The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U. S. Congress)

a Republican

an Elk

a Liberal

a Shriner

a Socialist

an Odd Fellow

a Communist

a Boy Scout

a Knight (K. C., K. P., etc.)

## Names of countries, domains, and administrative divisions.

7. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used with or as proper names or as proper adjectives. (See table on p. 148.)

United States: the Republic; *also* the Nation; the Union; *but* republic. republican (in general sense)

New York State: the State, a State (official designation); State rights (United States); *but* state (in general sense); church and state; statehood; state's evidence

Territory of Hawaii: the Territory; a Territory; Territorial; *but* territory, territorial (not a political subdivision)

Japanese Empire: the Empire; *but* empire (in general sense)

Dominion of Canada: the Dominion; *but* dominion (in general sense)

Ontario Province: the Province, Provincial; *but* province, provincial (in general sense)

(a) The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used with or as proper names or as proper adjectives.

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)

Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)

French Government: the Government; French and Italian Governments; *but* government (in general sense); the Kerensky government; European governments

Cherokee Nation: the nation; nation (in general sense); American nations

National Government (of any specific nation); *but* national customs

Allied Powers, Central Powers (in World War); *but* the powers; European powers

Union of South Africa: the Union; *but* union (in general sense)

**Names of regions, localities, and geographic features.**

8. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States, <i>but</i> eastern North Central States	the Occident; the Orient the Far East; the East the Promised Land the Continent (continental Europe) the Western Hemisphere
the West; the Midwest; the Middle West	the North Pole; the North and South Poles
the Eastern Shore (Chesapeake Bay)	the Torrid Zone
the Badlands, S. Dak. and Nebr.	the East Side (section of a city)
the Continental Divide (Rocky Mountains)	the Driftless Area (Mississippi Valley)

(a) Terms used in soil science for names of the 24 great soil groups are capitalized. (See Soil classifications, Guide to Capitalization, p. 40, for complete list.)

Alpine Meadow

Bog

Brown

(b) A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west  
northerly; northern; northward  
eastern; oriental; occidental  
east Tennessee; southern California  
west Florida; *but* West Florida (1763-1819)

**Names of calendar divisions.**

9. The formal names of calendar divisions are capitalized.

January; February; March; etc.  
Monday; Tuesday; Wednesday; etc.  
*but* spring; summer; autumn; fall; winter

**Names of historic events, etc.**

10. The formal names of historic events, historic epochs, holidays, and ecclesiastical feast and fast days are capitalized.

Battle of Bunker Hill	Christian Era; Middle Ages; <i>but</i> twentieth century
Battle of the Giants	Renaissance
War of 1812; World War; <i>but</i> war of 1914	Fourth of July; the Fourth
Reformation	Feast of the Passover; the Passover

**Trade names.**

11. Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized.

Bon Ami (trade name)	Choice lamb (market grade)
durum wheat (class term)	Yellow Stained cotton (market grade)
Fordor sedan (brand)	Red Radiance rose (variety)

**Scientific names.**

12. The name of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)  
*Agnostus canadensis*; *Aconitum wilsoni*; *Epigaea repens* (genus and species)



(a) In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid

menodontine

(b) A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas

Spirifers

(c) Other scientific terms also are capitalized or not in conformity with accepted scientific usage. In case of doubt copy should be followed. (For lists of geologic and physiographic terms, see p. 145.)

(d) The words *sun*, *moon*, and *earth* are capitalized only if used in association with the names of other astronomical bodies that are capitalized.

The nine known planets, in the order of distance from the Sun, are Mercury, Venus, the Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

### Fanciful appellations.

13. A fanciful appellation used with or for a proper name is capitalized.

the Big Four

the Hub

the Keystone State

the New Deal (Roosevelt  
administration)

the Pretender

### Personifications.

14. A vivid personification in a figure of speech is capitalized.

The Chair recognized the gentleman from New York.  
For Nature wields her scepter mercilessly.

All are architects of Fate,  
Working in these walls of Time.

### Religious terms.

15. All words denoting the Deity except *who*, *whose*, and *whom*, all names for the Bible and other sacred writings, and the names of confessions of faith and of religious bodies and their adherents are capitalized.

Heavenly Father; the Almighty. Trust Him who rules all things.  
Bible; Scriptures; Koran; *also* Biblical; Scriptural; Koranic  
Gospel (memoir of Christ); *but* gospel truth  
Apostles' Creed; Augsburg Confession  
Episcopal Church; an Episcopalian; Catholicism; a Protestant  
Christian; *also* Christendom; Christianity; Christianize  
Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters;  
Sister(s)

## TITLES

### Titles of persons.

16. Any title or designation preceding a name is capitalized.

President Roosevelt

King George

Ambassador Gibson

Lieutenant Fowler

Chairman Smith

Nurse Cavell

Professor Leverett

(a) A title immediately following the name of a person or used alone as the substitute for the name of a person, which is most often regarded as a common noun, is capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 25-42.)

## Title of a head or assistant head of state:

Franklin D. Roosevelt, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Hoover; former President Hoover; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Curtis.  
 Harry W. Nice, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor

## Title of a head or assistant head of a national governmental unit:

Cordell Hull, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.

Hugh S. Gibson, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; *but* the consul general; the consul; the attaché; etc.

Gen. Charles P. Summerall, Chief of Staff: the Chief of Staff; *but* the general (military title standing alone not capitalized)

## Title of a ruler or prince:

George V, King of England: the King; the Crown; His Most Gracious Majesty; His Majesty; *similarly* the Emperor; the Tsar; etc.

Edward, Prince of Wales: the Prince; His Royal Highness

## Common-noun titles:

Charles F. Hughes, rear admiral, United States Navy: the rear admiral  
 Cloyd H. Marvin, president of the George Washington University: the president

C. H. Eckles, professor of dairy husbandry: the professor

John Smith, chairman of the committee: the chairman

(b) In formal lists of delegates and representatives of governments all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

(c) A title in the second person is capitalized.

Your Excellency  
 Your Highness  
 Your Honor  
 Mr. Chairman

Mr. Secretary  
 my dear General  
*but* my dear sir

## Titles of publications, papers, documents, acts, laws, etc.

17. In the full or short English titles of books, plays, poems, essays, addresses, articles, periodicals, series of publications, reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized. This rule applies also to the titles of parts and chapters of books, plays, etc.

The Outline of History

Part XI: Early Thought; *but* part XI (standing alone)

Statutes at Large; Revised Statutes; District Code; Bancroft's History;

Journal (House or Senate) (short titles); *but* the code; the statutes

Address of President Hoover on Unemployment Relief

American Journal of Science

Saturday Evening Post; the Post

Monograph 55; Research Paper 123; Circular A; Senate Document No.

70; House Resolution 45; Executive Order No. 24; Public Law No. 9;

Private and Union Calendars; Calendar No. 80; Calendar Wednesday

Annual Report of the Public Printer

Declaration of Independence; the Declaration

Constitution (United States or with name of country or State); *but* twelfth amendment

Kellogg Pact; Treaty of Versailles; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919

*United States v. Four Hundred Twenty-two Casks of Wine* (legal case)

The Blue Boy (painting)

(a) In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act of 1926; Volstead Act; Panama Canal Act; Classification Act;  
but revenue act; act of 1926; the act; Harrison narcotic law; interstate-commerce law

(b) In titles of legal cases such words as *appellant* and *respondent* are not capitalized.

*De Jager, appellant, v. Attorney General of Natal, respondent*

(c) The capitalization of the titles of books, etc., written in a foreign language is to conform with national practice.

Danish: Kongelig dansk Hof- og Stats-Kalendar  
Dutch: Jaarboek van het mijnwezen in Nederlandsche Oost-Indië  
French: Droit international de l'Europe; La littérature française  
German: Allgemeine deutsche Biographie; Die Homerische Frage  
Italian: Storia della diplomazia europea in Italia  
Latin: De lege Rhodia et jactu; Bellum Catilinarium  
Norwegian: Norges geologiske undersøkelse  
Portuguese: Historia de Portugal; Historia da civilização iberica  
Spanish: Historia crítica de España y de la cultura española  
Swedish: Svensk botanisk tidskrift

(d) The capitalization in bibliographies, footnote citations, synonyms, and lists is to conform with above rules unless the particular class of work requires its own established style and the copy is prepared accordingly.

## FORMAL USAGES

### First words.

18. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series of items or phrases following a colon is capitalized.

The question is, Shall the bill pass?  
He asked, "And where are you going?"

Lives of great men all remind us  
We can make our lives sublime.

The assay content was as follows: Gold, 0.5 ounce to the ton; copper, 8 percent; etc.

(a) The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

(b) The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the sense fuller or clearer.

Revolutions are not made: they come.  
Intelligence is not replaced by mechanism: even the televox must be guided  
by its master's voice.  
But two months dead! nay, not so much; not two.

What is this?  
Your knees to me? to your corrected son?



(c) The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides \* \* \*; and  
 Whereas Congress has passed a law \* \* \*;  
 Whereas, moreover, \* \* \*: Therefore be it  
*Resolved*, That \* \* \*  
*Resolved by the Washington Board of Trade*, That \* \* \*  
*Provided*, That \* \* \*  
*Provided further*, That \* \* \*  
*Ordered*, That \* \* \*  
*Be it enacted*, That \* \* \*

#### Addresses, salutations, signatures, and heads.

19. The first word and all principal words in addresses, salutations, and signatures are capitalized. (See Date Lines, Addresses, and Signatures.)

(a) In matter set in caps and small caps or caps and lower-case, nouns, pronouns, adjectives, prepositions and conjunctions of four or more letters, verbs (including both elements of the verb *to be*), adverbs, and interjections are capitalized.

#### Interjections.

20. The interjection *O* is always capitalized; other interjections are not capitalized.

Sail on, O Ship of State!  
 For lo! the days are hastening on.  
 But, oh, how fortunate!

#### Historic papers, documents, etc.

21. In the printing of historic papers, documents, journals, correspondence, etc., the capitalization (and other features of style) of the original text should be followed where historic accuracy is required.





Guide to  
Capitalization

Spelling

Compound  
Words

Guide to  
Compounding

Abbreviations



## GUIDE TO CAPITALIZATION

The following list is based on the preceding principles and rules for capitalization. This capitalization applies to both singular and plural forms. Parenthetical references are to rule numbers, but no such references follow common nouns that are lower-cased under the general principle but not under any particular rule.

- abstract B, 1, etc. (3c)
- Academy, if part of proper name (6):
  - United States Military; the Military Academy; the academy; United States Naval; the Naval Academy; the academy
- Act (Federal, State, or foreign), short or popular title or with number (17a):
  - Act 14
  - Act No. 14
  - Public Act 145
  - Revenue Act of 1928; *but* revenue act; act of 1928
  - Classification Act
  - Economy Act
  - Prohibition Act
  - Panama Canal Act
  - Volstead Act; *but* Volstead law
  - War Department Appropriation Act for the fiscal year ending June 30, 1933
- Acting, if preceding a capitalized title (16a)
- Actuary of the Treasury; the Actuary (16a)
- Administration, Veterans', etc.; the Administration; *but* the Harding administration (6)
- Administrator of Veterans' Affairs; the Administrator (16a)
- Admiralty, British (6)
- Admiralty, Lords of the (16a)
- Agency:
  - Chippewa, etc. (Indian only); the agency (6)
  - National Bank Redemption; the Agency (6)
- Ages: Dark; Golden Age (only if meaning Golden Age of Pericles); Middle (10); *but* stone age, copper age, ice age, etc.
- Air Corps; the corps (6)
- Alien Property Custodian; the Custodian (16a)
- Alliance, Farmers', etc.; the alliance (6)
- Allied Powers (World War); European powers; the powers (7a)
- Allies, the (World War) (1)
- All-Russian Congress of Soviets of Workmen's and Soldiers' Deputies (6)
- Ambassador, British, etc.; the Ambassador; the Senior Ambassador; His Excellency (16a)
- amendment to the Constitution; fourteenth amendment (3c)
- American:
  - Federation of Labor; the Federation of Labor; the federation (6)
  - Legion; the Legion; a Legionnaire (6, 6a)
  - National Red Cross; the Red Cross (6)
- Ancient Free and Accepted Masons (6); a Mason; a Freemason (6a)
- Annex, if part of name of building; the annex (3)
- Antarctic Ocean; the ocean (3); Antarctic ice
- appellant (17b)
- appendix 1, A, II, etc.; the appendix (3c); *but* Appendix II, with title (17)
- appropriation bill:
  - deficiency
  - Department of Agriculture
  - District of Columbia
  - independent offices
  - for any governmental unit
- Appropriations Committee; the committee (6)
- Archipelago, Philippine, etc.; the archipelago (3)
- Architect of the Treasury, of the Capitol; the Architect (16a)
- Arctic: Circle, Ocean, nights, seas, etc.; the circle; the ocean (3)
- Arctics, the (3b)
- Area, First Corps, etc.; the corps area (3)
- Arlington Memorial Amphitheater; the Memorial Amphitheater; the amphitheater (3, 3a)
- Arlington Memorial Bridge; the Memorial Bridge; the bridge (3, 3a)
- Armory, Springfield, etc.; the armory (3)

- Army (American or foreign; noun, adjective, or standing alone) (6):  
   Adjutant General, The (4, 16a)  
   Air Corps (or Service); the corps (6)  
   Band (6)  
   Blue (maneuvers) (6)  
   branches and organizations, names capitalized (6): Infantry; Regulars; Volunteers; Gordon Highlanders; Royal Guards; etc.  
   Brigade, First, etc.; the brigade; Robinson's brigade (6)  
   Company A; A Company; the company (6)  
   Confederate (referring to Southern Confederacy); the Confederates (1)  
   Continental; Continentals (13, 3b)  
   Corps Area, First, etc.; the corps area (3)  
   corps; *but* Air Corps; Hospital Corps; etc. (6)  
   Department of the East; Finance Department (6); *but* the department;  
   District of Washington (military district); the district (3)  
   Establishment (6)  
   General Commanding the (16a)  
   General of the (commanding); *but* the general (16a)  
   General Staff; the Staff (6)  
   General Staff College; the college (6)  
   General Staff Corps; the corps (6)  
   Gun Factory; the gun factory; the factory (3)  
   headquarters, First Regiment  
   Headquarters of the; the Headquarters (6)  
   Inspector General, only if referring to head of service (16a)  
   Judge Advocate General (16a)  
   Medical Museum; the museum (3)  
   mobile army  
   Organized Reserves; the Reserves (6)  
   Paymaster General (16a)  
   Regiment, First, etc.; the regiment (6)  
   Regular; the Regulars  
   Regular Establishment (6)  
   Regulations (book) (17); *but* Army regulation 56 (3c)  
   Revolutionary (American, French, British) (6)  
   service, the (6)  
   Surgeon General (16a)  
   Volunteer; the Volunteers  
   War College (6)  
   White (maneuvers) (6)  
 army, if with name of a person: Lee's army (6)  
 army shoe, mule, etc. (6)  
 Arsenal, Rock Island, etc.; the arsenal (3)  
 article 2, II, etc. (3c); *but* Article 2, with title (17)
- Articles of Confederation (United States) (17)  
 Articles of War (17); *but* sixty-second article of war  
 Artillery School (United States) (6)  
 Asiatic Naval Station; the Asiatic Station; the station (3)  
 Assembly of New York; the assembly (6)  
 Assembly of the League of Nations; the Assembly (6)  
 Assistant, if preceding a capitalized title (16a)  
 Associate Justice (U. S. Supreme Court) (16a)  
 Astrophysical Observatory; the Observatory (6)  
 Atlantic:  
   cis-Atlantic  
   coast  
   Coast States (8)  
   Fleet; the fleet (3)  
   mid-Atlantic  
   seaboard  
   slope  
   Squadron; the squadron (3)  
   Torpedo Flotilla; the torpedo flotilla; the flotilla (3)  
   trans-Atlantic  
 Attorney General (United States) (16a)  
 Authority, Tennessee Valley, etc.; the Authority; Port of New York Authority; the port authority (6)  
 autumn (9)  
 Avenue:  
   Constitution, etc.; the avenue (3)  
   Pennsylvania; the Avenue (District of Columbia only) (3a)  
 award (arbitral decision)
- Badlands, S. Dak. and Nebr. (8)  
 Band:  
   Army (6)  
   Fourth Field Artillery (6)  
   Marine (6)  
   Navy (6)  
   Sousa's (3)  
 Band, Eastern, etc. (of Cherokee Indians); Joseph's; the band (3)  
 Bank, only if part of proper name; the bank (6):  
   Farmers & Mechanics, etc.  
   Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm-loan bank; farm-loan bank at Dallas  
   Federal home-loan bank at Cumberland  
   Federal Reserve Bank of New York; Richmond Federal Reserve Bank; *but* Reserve bank at Richmond  
   First National, etc.  
   Joint Stock Land Bank of Louisville; Louisville Joint Stock Land Bank; joint-stock land bank; joint-stock land bank at Louisville



Barracks, only if part of proper name;  
the barracks (3):  
Marine (District of Columbia)  
Vancouver; Washington; etc.  
*but* A barracks; barracks A; etc.

Battery, the (New York City) (3a)

Battle, only if part of proper name; the  
battle (10):  
of Gettysburg; *but* battle at Gettys-  
burg; etc.  
of the Marne; of the Wilderness; of  
Waterloo; etc.

Belt, only if part of proper name; the  
belt (8):  
Black (United States)  
Wheat; Corn; etc.

Bible; Biblical; Scriptures; etc. (15)

bill, Kiess, etc.

Bill of Rights (historic document) (17)

Black Hand (organization) (6)

B'nai B'rith (6)

Board, if part of proper name; capital-  
ized, standing alone, only if refer-  
ring to a Federal board, a board  
of the District of Columbia, or an  
international board (6):  
Aeronautical  
Compensation (Navy)  
Crop Reporting  
Farm Loan  
Federal Horticultural  
Federal Reserve, Federal Reserve  
System  
for Vocational Education  
General Education  
General (Navy)  
General (of Engineers)  
Governing (Pan American Union)  
Insecticide and Fungicide  
Macy Board; etc. (Federal board,  
with name of person)  
Mediation and Conciliation (United  
States)  
Naval Examining  
Naval Retiring  
of Charities (District of Columbia)  
of Commissioners of the District of  
Columbia  
of Education (District of Columbia)  
of Engineers  
of Food and Drug Inspection  
of General Appraisers; a general ap-  
praiser  
of Governors of the Federal Reserve  
System  
of Health of Montgomery County;  
Montgomery County Board of  
Health; the board of health  
of Indian Commissioners  
of Managers (of the Soldiers' Home)  
of Ordnance and Fortification  
of Pension Appeals  
of Public Welfare (District of Co-  
lumbia)  
of Regents (Smithsonian Institution)

Board, etc.—Continued  
of Road Commissioners for Alaska  
of Visitors (Military and Naval  
Academies)  
United States Interdepartmental So-  
cial Hygiene  
War Credits (War Department)  
Bolshevik; Bolsheviki (collective  
plural); Bolshevist (6a); bolshevism  
book:  
books of the Bible  
First Book of Samuel; etc. (17)  
Good Book (synonym for Bible) (15)  
book 1, I, etc. (3c); *but* Book 1, with  
title (17)

Borough, only if part of proper name:  
Borough of the Bronx; the borough (3)

Botanic Garden (National); the garden  
(3)

Boy Scouts (the organization); a Boy  
Scout; a Scout; Scouting (6, 6a)

Bridge, only if part of proper name; the  
bridge (3):  
Arlington Memorial  
Cabin John  
Francis Scott Key; Key  
M Street  
*but* Pennsylvania Railroad bridge

Brigadier General Commandant (Ma-  
rine Corps) (16a)

Brother; Brothers (adherent of religious  
order) (15)

Budget of the United States; the  
Budget (publication) (17); *but* the  
budget, in general sense

Building, only if part of proper name;  
the building (3):  
Colorado  
Federal  
General Staff College  
House (or Senate) Office  
Treasury  
Treasury Annex  
Winder

Bulletin 420 (17)

Bureau, if part of proper name; cap-  
italized, standing alone, only if  
referring to a bureau of the Federal  
or District Government or an  
international bureau (6):  
International Bureau at Berne; the  
International Bureau; the Berne  
Bureau  
of Customs  
of Engraving and Printing  
of Foreign and Domestic Commerce  
of Immigration  
of Indian Affairs  
of Mines  
of Ordnance  
of Reclamation  
of Social Hygiene, New York; the  
bureau; etc.  
of the Budget  
of the Public Health Service

Business Men's League; the league (6)



- Cabinet, American or foreign (noun, adjective, or standing alone) (6):  
British Cabinet; the Cabinet  
the President's Cabinet; Cabinet officer; the Cabinet
- Calendar, only if part of proper name; the calendar (17) (see also Church calendar):  
Consent; etc.  
House  
No. 99  
of Bills and Resolutions  
Private  
Senate  
Union  
Wednesday (legislative)
- Canal Zone (Isthmian); the Canal; the zone (3)
- Cape, only if part of proper name; the cape (3)
- Capes, the (Charles and Henry) (3a)
- Capital, Capital City, National Capital (Washington, D. C.) (3a); *but* the capital (State)
- Capitol Building (State); the capitol (3)
- Capitol, the (at Washington, D. C.) (3a):  
Chamber  
Grounds  
Hall of Fame; the Hall  
Halls, meaning Hall of the House and Chamber of the Senate  
Halls of Congress  
Police; the police  
Statuary Hall
- Cemetery, only if part of proper name; the cemetery (3):  
Arlington National  
Oak Hill
- Census:  
Fourteenth; the census (3)  
the fourteenth and subsequent decennial censuses
- central Asia (8a)
- Central Powers; the powers (7a)
- century; twentieth century (3c)
- Chair, the, if personified (14)
- Chairman (16a):  
of the Committee of the Whole  
House; the Chairman  
of the Federal Trade Commission;  
the Chairman
- chairman of the Appropriations Committee
- Chamber of Commerce of Boston; Boston Chamber of Commerce; the chamber of commerce (6)
- Chamber, the (Senate or House) (3a)
- chapter 5, II, etc. (3c); *but* Chapter 5, with title (17)
- Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé (16a)
- chart 2, A, II, etc. (3c); *but* Chart 2, with title (17)
- Chicago Sanitary District; the sanitary district; the district (6)
- Chief, only if referring to a unit of the Federal or District Government; the Chief (16a)
- Constructor (Navy)
- Coordinator
- Intelligence Office
- Justice (United States)
- Magistrate (the President) of Naval Operations (Navy) of the Bureau of Insular Affairs, etc. of the Division of Publications
- Chief Clerk, the, of a governmental unit (16a)
- Christian; Christendom; Christianity; Christianize (15)
- church and state (7)
- church calendar (10):  
Advent  
Christmas  
Epiphany  
Septuagesima  
Sexagesima  
Quinquagesima  
Lent  
Easter  
Whitsuntide (Pentecost)  
Ascension  
Trinity
- Church, if with name, referring to building, congregation, or organization (3, 6)
- Circle, only if part of proper name; the circle (3): Arctic Circle; Dupont Circle; Logan Circle; etc.
- cis-Atlantic; etc.
- cities, sections of, capitalized (8):  
East Side  
Latin Quarter  
North End  
the Loop
- City, only if part of corporate or popular name; the city (3):  
Kansas City; the two Kansas Citys  
Mexico City  
New York City  
Washington City; *but* city of Washington
- Civil Service, capitalize when referring definitely to the Commission
- Clan, only if part of proper name; the clan (3)
- class 2, A, II, etc. (3c); *but* Class 2, with title (17)
- Clerk, the, of the House of Representatives; of the Supreme Court of the United States (16a)
- Coastal Plain (Atlantic and Gulf) (8)
- Coast Guard, United States; the Coast Guard (6)
- Code (in shortened title of a publication); the code (17):  
District  
Federal Criminal  
Hosiery, etc.  
International (signal)  
Penal, Criminal, etc.  
United States

collector of internal revenue  
 College, only if part of proper name;  
     the college (3):  
     Columbia  
     Gallaudet  
     of Bishops  
 Colonias (American Colonial Army)  
     (3a)  
 Colonies, Thirteen American; the Thir-  
     teen Colonies; Thirteen Original  
     Colonies; the Colonies (7)  
 Columbia Institution for the Deaf; the  
     institution (6)  
 Comintern (Communist International)  
     (6)  
 Commandant (Coast Guard) (16a)  
 Commission, if part of proper name;  
     capitalized, standing alone, only  
     if referring to a national govern-  
     mental, District of Columbia, or  
     international commission (6):  
     Alaskan Engineering  
     Civil Service  
     District (District of Columbia)  
     Electoral  
     Federal Power  
     Federal Radio  
     Federal Trade  
     Gettysburg National Military Park  
     Immigration, Joint Congressional  
     Inter-American High  
     International Boundary, United  
     States and Mexico  
     International High; the High Com-  
     mission  
     International Prison  
     International Waterways  
     Interstate Commerce  
     Isthmian Canal  
     Merchant Marine  
     Mississippi River  
     National Forest Reservation  
     National Monetary  
     National Waterways  
     of Fine Arts  
     Public Buildings  
     Public Utilities (District of Columbia)  
     Shiloh National Military Park  
     Spanish Treaty Claims  
     to Revise the Laws of the United  
     States  
     United States Employees' Compens-  
     ation  
     United States Tariff  
     Vicksburg National Military Park  
 Commissioner General of Immigration;  
     the Commissioner General (16a)  
 Commissioner, the, of any national gov-  
     ernmental, District of Columbia,  
     or international commission (16a):  
     of Customs  
     of Patents  
     of the District of Columbia; the  
     Commissioner; the Commissioners  
     of the Five Civilized Tribes; etc.  
     United States (International Prison  
     Commission, etc.)

Committee, if used as part of proper  
     name; the Committee, only if  
     referring to a Federal or inter-  
     national committee or the Com-  
     mittee of the Whole, the Commit-  
     tee of the Whole House, or the  
     Committee of the Whole House  
     on the state of the Union (6):  
 Appropriations, etc.; the committee;  
     Subcommittee on Appropriations;  
     the subcommittee; subcommittee  
     of Appropriations Committee  
 Democratic National; the committee  
 National Advisory, for Aeronautics;  
     the Committee  
     of One Hundred, etc.; the committee  
     of the Whole House on the state of  
     the Union; of the Whole House;  
     of the Whole; the Committee  
     on Accounts; the committee  
     on Post Offices and Post Roads (Sen-  
     ate); the committee  
     on Public Safety; the committee  
     on the Post Office and Post Roads  
     (House); the committee  
     Republican National, etc.; the na-  
     tional committee; the committee  
 Commonwealth (synonym for State)  
     (7a): of Australia; of Massachu-  
     setts; etc.; the Commonwealth  
 Commune (of Paris) (7)  
 Communist (6a); communism  
 Communist International (6)  
 Comptroller (16a):  
     of the Currency; the Comptroller  
     of the Post Office Department; the  
     Comptroller  
 Comptroller General (United States);  
     the Comptroller (16a)  
 Confederacy (of the South) (6)  
 Confederate Army; government; sol-  
     dier; States (7a)  
 Confederation, Swiss; the Confedera-  
     tion (7a)  
 Conference, if part of proper name  
     and referring to a governmental  
     (United States) or an international  
     conference (6):  
     First Hague; the International Peace  
     Conference; the conference  
     on Limitation of Armament; the  
     conference  
 Confession, Augsburg (15)  
 Congress (assembly), if part of proper  
     name; capitalized, standing alone,  
     only if referring to an international  
     congress (6):  
     International Good Roads Congress;  
     Good Roads Congress; the Con-  
     gress  
     of Parents and Teachers, National;  
     the congress  
 Congress (legislature), if referring to a  
     national congress (6):  
     of Bolivia; etc.; the Congress  
     of the United States; First, Second,  
     etc.; the Congress

- Congressional (congressional, standing alone):  
 Directory; the directory (17)  
 District, First; etc.; the First District; the district (3)  
 Library; the Library (3, 3a)  
 Congressman; Congressman at Large; Member of Congress; Member; membership (6a, 16a)  
 Constitution, the (United States), or with name of country or State (17)  
 consul, British, etc. (16a)  
 consul general, British, etc. (16a)  
 consulate, British, etc. (6)  
 Continent, only if following proper name; American Continent; the continent (3); *but* the Continent (continental Europe) (8)  
 Continental:  
 Army; the Army (6)  
 Congress; the Congress (6)  
 Divide; the Divide (8)  
 continental Europe  
 Continentals (Revolutionary soldiers) (13)  
 Convention, governmental (United States) or international (6):  
 Constitutional (United States, 1787); the Convention  
 International Postal; the convention  
 International Sanitary; the convention  
 convention of 1907 (treaty); the convention (3)  
 convention, Republican national  
 Coordinator, Federal, of Transportation; the Coordinator  
 Corn Belt; the belt (8)  
 Corporation, Reconstruction Finance; the Finance Corporation; the Corporation (6)  
 Corps, only if part of proper name; the corps (6):  
 Air  
 Artillery  
 Chaplain  
 diplomatic corps  
 General Staff  
 Marine  
 Medical  
 Nurse  
 of Cadets  
 of Engineers  
 Pay  
 Quartermaster  
 Signal  
 Cotton Belt; the belt (8)  
 Council (6):  
 Boston City; the council  
 Choctaw, etc.; the council  
 His Majesty's Privy Council; the Privy Council  
 National Research; the council  
 of the League of Nations; the Council  
 Philadelphia Common; the council  
 counselor, privy  
 County, Frederick; county of Frederick; County Kilkenny; etc.; the county (3)  
 Court (of law; see also Court Work); capitalized if part of name of a national or international court, a United States court, a district court, or a State court; lower-cased if part of the name of a city or county court; capitalized, standing alone, if referring to the Supreme Court of the United States, to a Court of Impeachment (U. S. Senate), or to an international court (6):  
 Circuit Court of the United States for the Second Circuit; the circuit court; the court  
 Commerce Court, United States; the court  
 Court of Appeals of the State of Wisconsin, etc.; the court of appeals; the court  
 Court of Claims; the court  
 Court of Customs and Patent Appeals; the court  
 Court of Impeachment, the Senate; the Court  
 Court of Private Land Claims; the court  
 District Court of the United States for the Eastern District of Missouri; the district court; the court  
 District of Columbia municipal court  
 International Court of Arbitration; the Court  
 Supreme Court of the District of Columbia, etc.; the supreme court; the court  
 Supreme Court of the United States; the Supreme Court; the Court  
 United States Court of Appeals for the District of Columbia; the court  
 World Court; the Court  
 Covenant of the League of Nations; the Covenant (17)  
 Creed, Apostles'; the Creed (15)  
 Crown, if referring to a ruler (16a): lands; etc.  
 Curb Exchange; the Curb  
 Dalles, The; *but* the Dalles region (4)  
 Dam, Boulder, etc.; *but* dam no. 4; dam 2 (3, 3d)  
 Daughters of the American Revolution; King's Daughters; a Daughter; a Real Daughter (6, 6a, 15)  
 Day (10):  
 Arbor  
 Armistice  
 Founders'  
 Mother's  
 dean of the diplomatic corps  
 Declaration of Independence; the Declaration (17)  
 decorations, medals, etc., names capitalized (3):  
 Congressional Medal of Honor; the medal



decorations, medals, etc.—con.

Croix de Guerre; the cross

Distinguished Service Medal; the medal

Iron Cross; the cross

Victoria Cross; the cross

Deity, words denoting, capitalized (15)

Delegate (in Congress) (16a)

delegate (to a conference); the delegate; the delegation (6a, 16a)

Delta, Mississippi River; the Delta (3, 3a)

Department, if part of proper name (6):  
of State; the Department; *similarly*,  
all national executive depart-  
ments

Land Department (for General Land  
Office); the department

department (6):

clerk

legislative, executive, and judicial  
departments

Deputy, if preceding a capitalized title  
(6); *but* the deputy, standing alone

derivatives of proper names no longer  
identified with the names from  
which they were derived (for terms  
not here listed, see Webster's  
Dictionary) (2a):

anglicize

angstrom unit

apache (Paris)

arabic numerals

artesian well

babbitt metal

bessemer steel

bordeaux mix-  
ture

bristolboard

britanniaware

brussels sprouts

bunsen burner

burley tobacco

caesarean opera-  
tion

canada balsam  
(microscopy)

carlsbad twins  
(petrography)

cashmere shawl

castile soap

china clay

chinaware

chinese blue

delftware

derby hat

fedora hat

fuller's earth

georgette crepe

german silver

gothic architec-  
ture

gothic type

haikwan tael

harveyized steel

hessian fly

india ink

india rubber

italic type

jacquard

japanese varnish

kafir corn

kosher meat

kraft paper

leghorn hat

levantine silks

levant (leather)

lima beans

london purple

lynch law

lyonnaise pota-  
toes

macadamized  
road

manila (rope, pa-  
per)

mason jar

mercized fab-  
rics

merino sheep

morocco (leather)

navy blue

navy cloth

n e w m a r k e t  
cloak

osnaburg cloth

palm-beach suit

panama hat

parianware

paris green

p a s t e u r i z e d  
milk

pitot tube

derivatives of proper names, etc.—con.

plaster of paris

portland cement

prussian blue

raglan coat

roentgen rays

roman numerals

roman type

russia (leather)

scotch plaid

stillson wrench

surah silk

timothy grass

turkey red

turkish bath

turkish towel

ulster coat

utopia

venetian blinds

venturi tube

watt

wedgwoodware

diplomatic corps

Diplomatic List (publication) (17)

Director General (16a):

of the Pan American Union; the

Director General; the Director

of Railroads; the Director General;

the Director

Director, if referring to the head of a  
national governmental unit; the  
Director (16a):

of Postal Savings

of Public Buildings and Public  
Parks

of the Budget

of the Geological Survey

of the Mint

Disciplinary Barracks, Fort Leaven-  
worth, Kans., etc.; the barracks (3)

District, only if part of proper name;  
the district (3):

Chicago Sanitary; the sanitary dis-  
trict (3)

first assembly district; third light-  
house district; etc. (3c)

Sixth Congressional (3); Sixth District  
(3c); the district

District of Alaska; the District (7)

District of Columbia; the District  
(7, 3a):

Anacostia Flats; the flats (3)

Arlington Memorial Bridge; the

Memorial Bridge; the bridge  
(3, 3a)

Avenue, the (Pennsylvania Avenue  
only) (3a)

District jail; the jail

Highway Bridge; the bridge (3)

juvenile court; the court

Mall, the (3a)

Metropolitan Police; Metropolitan  
policeman; the police (6)

Monument Grounds; the grounds (3)

Monument Lot; the lot (3)

Monument, Washington; the Monu-  
ment (3, 3a)

municipal court

Plaza, the (Union Station) (3a)

police court

Potomac Flats; the flats (3)

Public Library; the Free Public  
Library; the library (3)

Speedway, the (3a)

Tidal Basin; the Basin (3, 3a)

White Lot; the lot (3)

Divide, Continental; the Divide (8)

- Division, if referring to a national governmental unit (6):  
of Accounts; the Division  
of Rural Mails; the Division  
Passport; the Division  
Division, Army, only if part of name  
(6): First Division; the division  
Document, only if part of proper name;  
the document (3):  
Document No. 2  
Document Numbered One Hundred  
and Thirty  
Dominion, capitalized if part of proper  
name (7):  
of Canada; of New Zealand; etc.;  
the Dominion  
*but* a dominion, dominion status  
drawing II, A, 3, etc. (3c); *but* Drawing  
2, with title (17)  
Driftless Area (Mississippi Valley) (8)
- eagle boats (a class) (11)  
earth, lower-case unless used with  
names of planets which are capital-  
ized (12d)  
east Africa (8b)  
East Coast (Africa) (8)  
east Tennessee (8a)  
East, the (section of the United States)  
(8)  
eastern Gulf States (8, 8b)  
easterner  
Eastern Hemisphere (8)  
Eastern Shore (Chesapeake Bay) (8)  
electoral college; the electors  
Embassy, British, etc.; the Embassy (6)  
Emperor, Japanese; the Emperor (16a)  
Empire, Japanese, etc.; the Empire;  
*but* an empire (7)  
Engine Company No. 6; No. 6 Engine  
Company; the company (6)  
Engineer Commissioner, District of  
Columbia (16a)  
Engineer Department; the Depart-  
ment (6)  
Engineer in Chief (Navy); the Chief  
(16a)  
Engineer officers, etc. (of Engineer  
Corps) (16a)  
Entente Allies; the Entente; the Triple  
Entente (6)  
Envoy Extraordinary and Minister  
Plenipotentiary; the Envoy; the Min-  
ister (16a)  
Equator, the; equatorial (8)  
Establishment, only if part of proper  
name (6):  
Army  
Lighthouse  
Military  
Naval  
Regular  
*but* civil establishment  
Estate, Girard (a foundation); the es-  
tate (3)
- estate, third (the commons); fourth  
(the press); etc.  
Excellency, His; Their Excellencies  
(16a)  
Executive (meaning President of the  
United States) (16a)  
executive departments (6)  
Executive Document No. 95 (17)  
Executive Mansion; Executive Office;  
the White House; the Office (3, 3a)  
Executive order (by the President);  
Executive Order No. 34 (17)  
Exhibit 2, A, II, etc. (3c); *but* Exhibit  
2, with title (17)  
Exposition: California-Pacific Interna-  
tional; the California Exposition;  
the San Diego Exposition; the San  
Diego Fair; the exposition; the fair  
Express, only if part of proper name (3):  
Federal Express, the (4a)
- Fair, Hagerstown, etc.; the fair  
fall (season) (9)  
Falls, Niagara; the Falls (3, 3a)  
fanciful appellations capitalized (13):  
Bay State (Massachusetts)  
Big Four (railroad)  
City of Churches (Brooklyn)  
Great Father (the President)  
Keystone State (Pennsylvania)  
New Deal (Roosevelt administra-  
tion)  
the Hub (Boston)  
Far East (the Orient); *but* far West  
(United States); far eastern (8, 8b)  
Fascist; Fascisti (6a); fascism  
Father of his Country (Washington)  
(13)  
Federal (synonym for United States  
or other sovereign power) (7a)  
Federal Coordinator of Transportation;  
the Coordinator (16a)  
Federal Council; the Council; Federal  
Government (of a national federal  
government) (7a)  
Federal District (Mexico) (7a)  
Federal Reporter (publication); the  
Reporter (17)  
Federal Reserve Board, the Board  
(6); Federal Reserve System; the  
System.  
Fidac (Fédération Interalliée des  
Anciens Combattants) (6)  
Field, Bolling; Hoover; Mitchel; etc.;  
the field (3)  
figure 2, A, II, etc. (illustration) (3c);  
*but* Figure 2, with title (17)  
First Lady (wife of President) (13)  
flag code  
flag, United States (13):  
Old Flag  
Old Glory  
Stars and Stripes  
Star-Spangled Banner



Flats, Anacostia, etc.; the flats (3)  
 Fleet, only if part of proper name; the fleet (3):  
   Channel  
   Grand  
   High Seas  
   Naval Reserve  
   Pacific, etc. (naval)  
   United States  
 Food and Drug Administration; the Administration (6)  
 foreign cabinets (6, 16a)  
 Foreign Office; the Office  
 Minister of Foreign Affairs; the Minister  
 Ministry of Foreign Affairs; the Ministry  
 Premier  
 Prime Minister  
 Foreign Commerce Service; the Service (6)  
 Foreign Legion (French); the legion (6)  
 Foreign Service; the Service (6)  
 Forest, only if part of proper name; the national forest; the forest (3):  
   Angeles National  
   Black  
   Coconino and Prescott National Forests  
   Minam National  
   Forest Products Laboratory (3)  
 Forest Service; the Service (6)  
 Forester (Chief of Forest Service); the Chief (16a)  
 form 2, A, II, etc. (3c); *but* Form 2, with title (17)  
 Foundation, only if part of proper name; the foundation (3):  
   Chemical  
   Rockefeller  
   Russell Sage  
 Free City of Danzig; the Free City (7)  
 Free Public Library (District of Columbia) (6)  
 Freedman's Savings Bank; the bank (6)  
 Freedmen's Hospital; the hospital (6)  
 Frisco (for San Francisco; no apostrophe) (13)  
 Garden, Botanic (District of Columbia); the garden (3)  
 General Accounting Office; the Accounting Office; the Office (6)  
 General Board (of the Navy); the Board (6)  
 General Counsel for the Bureau of Internal Revenue; the General Counsel (16a)  
 General Order No. 14; General Orders, No. 14; a general order (17)  
 General Supply Committee (of the U. S. Government); the Committee (6)  
 gentile

geographic terms, capitalized if part of proper name (3, 3b, 8); capitalized, standing alone, only if well-known short form of specific name (3a); lower-cased in general sense (valleys of Virginia and Maryland).

Archipelago	Hollow
Basin (not irrigation)	Hook
Bay	Inlet
Bayou	Island
Beach	Isle
Bend	Islet
Bight	Jetty
Borough	Lake
Branch (stream)	Landing
Butte	Light
Camp (military)	Lighthouse
Canal (not irrigation); the Canal (Panama)	Light Station
Canyon	Mesa
Cape	Mole
Channel	Mount
Cove	Mountain
Crater	Narrows
Creek	Oasis
Dam (capitalize with name; lower-case with number)	Ocean
Desert	Parish (Louisiana)
Dome (but not in geologic sense; see p. 145)	Park
Draw (stream)	Pass
Dune	Passage
Falls	Peak
Ferry	Peninsula
Flats	Plateau
Forest	Point
Fork (stream)	Pond
Fort	Range (mountain)
Gap	Reef
Glacier	Reservoir
Gulch	Ridge
Gulf	River
Harbor	Roads (anchorage)
Head	Rock
Highway	Run (stream)
Hill	Sea
	Shoal
	Sound
	Spring
	Strait
	Valley
	Volcano
	Woods

Geological Survey; the Survey (6)  
 George V; George the Fifth (16a)  
 Girard Estate (a foundation); the estate (3)  
 Girl Scouts (organization); a Girl Scout; a Scout (6, 6a)  
 Gold Coast, Africa (8)  
 Gold Star Mothers (organization); a Mother (6, 6a)  
 Golden Rule (15)  
 Gospel, only if referring to the first four books of the New Testament (15)  
 gospel truth (15)  
 governmental

- Government and similar designations, capitalized if part of proper name; capitalized, standing alone, only if referring to a specific government (7a):
- British Commonwealth; the Commonwealth
  - French Government; the Government; Government publications; etc.; *but* Mussolini government; European governments; insular government; State or Provincial government; island government; seat of government; etc.
  - National; Central
  - Government Printing Office; the Printing Office; the Office (6)
  - Governor (16a):
    - of Puerto Rico; the Governor of the Federal Reserve Board; the Governor
    - of the Panama Canal; the Governor of Wisconsin, etc.; the Governor
  - Governor General (16a):
    - of Canada; the Governor General of the Philippine Islands; the Governor General
  - Grain Futures Administration; the Administration (6)
  - Grand Army of the Republic; the Grand Army; the Army (6)
  - Grand Army Post No. 63; etc.; Post No. 63; Grand Army post; the post (3)
  - Grange, the (National) (8)
  - graph 2, A, II, etc. (3c); *but* Graph 2, with title (17)
  - Great (3, 8):
    - Basin
    - Beyond
    - Divide
    - Lakes; the Lakes; Lakes traffic; *but* lake traffic (3, 3a)
    - Plains
    - White Way (New York City)
  - great circle (navigation)
  - Greater New York (8)
  - group 2, II, A, etc. (3c); *but* Group 2, with title (17)
  - Gulf of Mexico; the Gulf (3, 3a)
  - Gulf Stream; the stream (3)
  - Hague, The; *but* the Hague Court (4)
  - Hall (Senate or House) (3a)
  - Halls of Congress (3a)
  - Heaven (Deity) (15); heaven (place)
  - Hemisphere, Eastern; Western; etc.; the hemisphere (8)
  - High Church (15)
  - High Commissioner (16a)
  - High School, only if part of proper name; the high school (3):
    - Catonsville
    - Eastern
    - Western
  - Highway Bridge (Washington, D. C.); the bridge (3)
  - Highway No. 40; Route 40; State Route 9
  - His Excellency the Duke of Athol, etc.; His Excellency; Their Excellencies (16a)
  - His Majesty; Her Majesty; Their Majesties (16a)
  - Historical Adviser of the Department of State; the Historical Adviser (16a)
  - historic events and epochs (10):
    - Reformation, the
    - Renaissance, the
    - Restoration, the (English)
    - Revolution of July (French)
    - Revolution, the (American, 1775; French, 1789; English, 1688)
  - holidays, etc. (10):
    - Admission Day
    - Arbor Day
    - Armistice Day
    - Christmas Day, Eve
    - Decoration Day
    - Easter Sunday
    - Father's Day
    - Fourth of July
    - Good Friday
    - Inauguration Day
    - Independence Day
    - Labor Day
    - Memorial Day
    - Mother's Day
    - New Year's Day, Eve
    - Thanksgiving Day, Eve
    - Washington's Birthday
  - Holy Writ (Bible) (15)
  - Hospital, only if part of proper name; the hospital (3):
    - Edward Hines, Jr.
    - Fifth Regiment
    - Providence
    - St. Elizabeths (no apostrophe)
    - but* naval (marine or Army) hospital
  - House, if part of proper name:
    - Ebbitt (hotel); the house (3)
    - Johnson house (private residence) (3)
    - of Representatives; the House (6)
    - of the Woods (palace); the House (3, 3a)
    - Office Building; the office building (3)
  - House of Representatives, titles of officers, standing alone, capitalized (16a):
    - Chairman (Committee of the Whole)
    - Chaplain
    - Clerk
    - Doorkeeper
    - Official Reporter
    - Parliamentarian
    - Postmaster
    - Sergeant at Arms
    - Speaker; Speakership
    - Speaker pro tempore
  - Hudson's Bay Company
  - Hydrographer, the (Navy Department) (16a)
  - Hygienic Laboratory; the Laboratory (6)

Income Tax Unit; the Unit (6)  
independence; in the year of our independence the one hundred and fifty-sixth

Indians (1):

Absentee Shawnee

Eastern (or Lower) Band of Cherokee; the band (3)

Five Civilized Tribes; the tribes (3)

Joseph's Band; the band (3)

Shawnee Tribe; the tribe (3)

Inquisition, Spanish; the Inquisition (10)

Institute, if part of proper name; capitalized, standing alone, only if referring to an international organization (6):

Institute of International Law; the Institute

Woman's Institute; the institute

Institution, if part of name; capitalized, standing alone, only if referring to a national governmental unit (6):

Carnegie Institution; the institution

Smithsonian Institution; the Institution

insular government; island government international law

Isthmian Canal; the Canal (3, 3a)

Isthmus of Panama; the Isthmus (3, 3a)

Ivory Coast (8)

Jersey cattle (11)

Jim Crow law, car, etc. (13)

Journal clerk; the clerk

Journal (House or Senate) (17)

Judge Advocate General (Army or Navy) (16a)

King of England, etc.; the King (16a)

Ku Klux Klan (organization); the Klan (6)

Lake, only if part of proper name; the lake (3):

Lake Erie; the lake

Lake of the Woods

Salt

Lakes, the (Great Lakes); Lakes traffic (3a); *but* lake traffic

Lane, only if part of proper name; the lane (3):

Bradley

Maiden

Latter-Day Saints (15)

law of nations

law, Volstead, etc.

League of Nations; the League (6)

Assembly of the; the Assembly

Council of the; the Council

Covenant of the; the Covenant

Secretariat of the; the Secretariat

Legal Adviser of the Department of State; the Legal Adviser (16a)

Legation, Chinese, etc.; the Legation (6)

Legion, if part of proper name:

American; the Legion; a Legionnaire (6, 6a)

French Foreign; the legion (6)

Legislative Assembly, only if part of proper name (6):

of New York; the legislative assembly; the assembly

of Puerto Rico; the legislative assembly; the assembly

Legislature, only if part of proper name (6):

National Legislature (U. S. Congress)

Ohio Legislature; the legislature

Letters Patent No. 378964; *but* patent no. 378964 (17)

Levant, the (Mediterranean region) (8)

Liberty Loan bonds; the loan bonds; the bonds (3)

Librarian of Congress; the Librarian (16a)

Library, if part of proper name:

of Congress; the Library (3, 3a)

Public (District of Columbia); Free

Public Library; the library (3)

Lieutenant Governor, of a State; the Lieutenant Governor (16a)

Light, only if part of proper name; the light (3, 3a):

Boston Light

Buffalo South Pier Light 2; *but* light no. 2; light 2 (3c)

Highland Light

*but* Massachusetts Bay lights

Light Station, only if part of proper name; the light station; the station (3):

Minots Ledge Light Station

Watch Hill Light Station

Lighthouse (see Light Station)

Lighthouse Service; the Service (6)

Lightship (formerly Light Vessel), only if part of proper name; the lightship (3):

Grays Reef Lightship

North Manitou Shoal Lightship

Line(s), only if part of proper name; the line(s) (3):

Burlington Lines (railroad)

Dollar Line (steamship)

Greyhound Line (bus)

Ludington Line (airplane)

Loop, the (section of city) (8)

Louisiana Purchase (8)

Low Church (15)

Lower, only if part of proper name (3):

Lower California (Mexico)

Lower Egypt

lower House of Congress

lower Mississippi

Lower Peninsula (of Michigan)

Magna Carta (17)

Majesty, His, Her; Their Majesties (16a)

Major General Commandant (Marine Corps); the major general (16a)

Mall (District of Columbia) (3a)



- mandate  
Mandatory Government, if referring to a specific government; the Mandatory (7a)  
map 3, A, II, etc. (3c); *but* Map 2, with title (17)  
Marine Corps; the corps (6); a marine (16a)  
Marine Corps Naval Reserve; Marine Corps Reserve; the Reserve (6)  
Maritime Customs (Chinese International Customs Service) (6)  
Maritime Provinces, Canada (8)  
market grades (11):  
    Half Blood, Fine, Second (wool)  
    Middling, Fair, Good, Ordinary (cotton)  
    No. 2 Dark Northern Spring, No. 1 Red Spring, No. 2 Red Durum, Sample grade (wheat)  
    Old Belt Blue-cured, Southern Bright (tobacco)  
    Prime, Fancy, Common (cattle)  
    Red Kidney, U. S. No. 2 Pea (beans)  
    Timothy Light Clover Mixed, Upland Prairie (hay)  
Marshal, United States Supreme Court (16a)  
medals (see Decorations)  
Member, if referring to a Senator, Representative, Delegate, or Resident Commissioner of United States Congress; *but* membership  
Memorial Bridge, Arlington; the Memorial Bridge; the bridge (3, 3a)  
Merchant Marine Naval Reserve; the Reserve (6)  
midcontinent region  
Middle West, Midwest (section of United States) (8)  
Middle Western States; Midwestern States; *but* midwestern farmers, etc. (8, 8b)  
Mikado, the (Emperor of Japan) (16a)  
Military Academy (United States); the academy (3, 3a)  
Military Establishment (Army); the establishment (6)  
Militia, only if part of proper name; the militia (6):  
    First Regiment Ohio  
    Indiana  
    Naval  
    New York Naval Reserve of Ohio  
    Organized  
Minister Plenipotentiary; the Minister (16a)  
Mint, Philadelphia, etc.; the mint (3)  
miscellaneous lower-cased terms (see Derivatives)  
Mission, only if part of proper name; the mission (6):  
    diplomatic mission  
    Gospel Mission  
Monroe Doctrine (17)  
Monument, Bunker Hill, etc.; the monument (3)  
Monument Grounds (District of Columbia); the grounds (3)  
Monument Lot (District of Columbia); the lot (3)  
Monument, Washington (District of Columbia); the Monument (3a)  
moon, lower-case unless used with names of planets which are capitalized (12d)  
Mountain States (8)  
Mount Vernon Memorial Highway; the Memorial Highway; the highway (3, 3a)  
Mr. Chairman; Mr. Secretary; etc. (16b)  
Museum, National; the Museum (3, 3a)  
Nation (synonym for United States) (7)  
Nation, Creek; Osage; etc.; the nation (7a)  
nation, in general, standing alone (7a)  
Nation-wide (United States)  
National, only if preceding a capitalized name:  
    Academy of Sciences; the Academy (6)  
    Advisory Committee for Aeronautics; the Committee (6)  
    and State institutions, etc.  
    Bank Redemption Agency; the Agency (6)  
    Capital (Washington); the Capital (3, 3a)  
    Forest, Prescott, etc.; the national forest; the forest; *but* State and National forests (3)  
    Forest Reservation Commission; the Commission (6)  
    Gallery of Art; the National Gallery; the Gallery (3, 3a)  
    Grange; the Grange (3, 3a)  
    Guard, Ohio, etc.; the National Guard; the guard; a guardsman; *but* a National Guard man (6, 16a)  
    Home for Disabled Volunteer Soldiers (6)  
    Legislature (U. S. Congress) (6)  
    Medical Museum; the Medical Museum; the museum (6)  
    Naval Volunteers; the Naval Volunteers; the volunteers (6)  
    Park, Yellowstone, etc.; Yellowstone Park; the national park; the park (3)  
    Treasury; the Treasury (6)  
    Woman's Party; the party (3)  
national customs, spirit, etc. (7a)  
Naturalization Service; the Service (6)  
Naval, if part of proper name (3, 6):  
    Academy (United States); the academy  
    Aircraft Factory; the aircraft factory; the factory  
    Asylum; the asylum  
    Establishment; the establishment

## Naval, etc.—Continued

Gun Factory; the gun factory; the factory  
 Home (Philadelphia); the home  
 Militia; the militia  
 Observatory; the Observatory (6)  
 Reserve; the Reserve  
 Reserve Force; the force  
 Reserve officer; a Reserve officer  
 Station (if preceded by name): Key West, etc.; Key West station; the station  
 War College; the War College; the college  
 naval, in general sense (6): expenditures  
 Navy (American or foreign; noun, adjective, or standing alone) (6):  
 Admiral of the; the admiral (16a)  
 Battle Force; the Battle Force; the force  
 Blue Fleet; the Blue Fleet; etc. (maneuvers); the fleet  
 Establishment; the establishment  
 Hospital Corps; Hospital Corps man; the corps  
 Regular  
 Regulations (book) (17); *but* Navy regulation 56  
 Scouting Force; the scouting force; the force  
 Special Service Squadron; the service squadron; the squadron  
 Navy Yard, only if immediately preceding or following proper name; the navy yard (3): Brooklyn Navy Yard; the Navy Yard, Brooklyn  
 Nazi; nazi-ism (6a)  
 Near East (8)  
 Negro; Negress (1)  
 New Deal  
 New, only if part of proper name (1): Ebbitt; Willard  
 New World (8)  
 Night Riders (organization); a Night Rider (6, 6a)  
 Nine Power Treaty; the treaty (17)  
 North, the (section of United States) (8)  
 North Atlantic (8)  
 North Atlantic Squadron; the squadron (3)  
 North Atlantic States (8)  
 North Pole (8)  
 North Star (Polaris)  
 northerners  
 Northern States (8)  
 numbers and letters capitalized if spelled out as part of a name (3):  
 Charles the First  
 Committee of One Hundred  
 First Regiment  
 Fourteenth Census  
 One Hundred and Twenty-second Street  
 Tenth Congressional District; Tenth District

Observatory, Astrophysical; Naval; the Observatory (6)  
 Occident, the (8); occidental  
 Office, if referring to a national governmental unit; the Office (6)  
 Executive  
 General Land  
 Government Printing  
 Hydrographic  
 Nautical Almanac  
 of Education  
 of Experiment Stations  
 of Indian Affairs  
 of Naval Intelligence  
 of Naval Operations  
 of Public Buildings and Public Parks of the Chief of Engineers  
 of the Supervising Architect  
 Patent  
 Old South (13)  
 Old World (8)  
 opinion (arbitral decision)  
 Order of Business No. 56 (congressional calendar)  
 Ordnance Department; the department (3)  
 Organization Tables (War Department publication) (17)  
 Organized Militia; the militia (6)  
 Organized Reserves; the Reserves (6)  
 Orient, the (8); an oriental  
 Pacific (see also Atlantic):  
 coast  
 Coast (*or* Slope) States (8)  
 seaboard  
 slope  
 Pan American Union; the Union (6):  
 Governing Board; the Board  
 pan-American  
 Panhandle (8)  
 Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish (3)  
 Park, only if part of proper name; the park (6)  
 Park Police, District of Columbia (6);  
 Park policeman  
 Parliament, House of; Parliament (6)  
 Parliamentarian, House of Representatives (16a)  
 part 2, A, II, etc. (3c); *but* Part 2, with title (17)  
 Party, only if part of name; the party (6):  
 Democratic Party  
 National Woman's Party  
 Pass, Passes, only if part of proper name; the pass (3):  
 Brenner Pass  
 Head of Passes, Mississippi River  
 Paymaster General (Army or Navy) (16a)  
 Peninsula, if part of proper name; the peninsula (3): Upper (Lower) Peninsula (Michigan)



Penitentiary, Albany, etc.; the penitentiary (3)  
 Permanent Court of International Justice; the World Court; the Court (6)  
 Pharisee (Biblical sect) (15); pharisee (in general)  
 Philippine:  
   Assembly; the assembly (6)  
   Commission; the Commission (6)  
   Constabulary; the constabulary (6) government  
 Philippines, Governor General of the; Governor General; President (16a)  
 Pilgrim Fathers (1620); the Pilgrims; a Pilgrim (1)  
 Place, only if part of proper name; the place (3); Jefferson Place  
 Plains (Great Plains), the (3a)  
 plate 2, A, II, etc. (3c); *but* Plate 2, with title (17)  
 Plaza, Union Station (Washington, D. C.); the Plaza (3a)  
 Pole Star (Polaris); polar star  
 Police, only if part of proper name; the police (6):  
   Capitol  
   Metropolitan (District of Columbia)  
   Park (District of Columbia)  
 political parties and adherents (6, 6a):  
   Anticlerical Party; an Anticlerical  
   Boxers; a Boxer  
   Center; Right; Left  
   Communist Party; a Communist  
   Conservative Party; a Conservative  
   Independent Party; an Independent  
   Progressive Party; a Progressive  
   Socialist Party; a Socialist  
   Unionist Party; a Unionist  
 Port, only if part of proper name; the port (3):  
   Arthur  
   of New York Authority; the port authority  
   -of-Spain (Trinidad)  
   *but* port of Baltimore  
 Postal Savings System; the System (6); postal-savings account  
 Postal Service; the Service (6); postal service (general sense)  
 Postal Union; the Union (6)  
 Postmaster General (16a)  
 Powers, Central, Allied (World War); the powers; European powers (7a)  
 precinct; first precinct (3c)  
 Preserve, Wichita National Forest Game, etc.; Wichita Game Preserve; Wichita preserve  
 Presidency (office of a head of state) (6)  
 President (16a):  
   of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name

President—Continued  
   of any other country; the President of the Civil Service Commission; President of the Commission; the president  
   *but* president of the Erie Railroad  
 Presidential (office of the head of state); otherwise lower-cased  
 Prince Edward; the Prince of Wales; the Prince (16a)  
 Printing Office, Government; the Printing Office; the Office (6)  
 Privy Council, His Majesty's; the Privy Council (6)  
 Province, Provincial, if referring to an administrative subdivision of a state (7): Ontario Province; Province of Ontario; the Province  
 Proving Ground, if part of proper name; the proving ground (3): Sandy Hook, etc.  
 Public, No. 37; Public Act 26; Public Act No. 44; Public Law No. 9; Public Resolution 3 (17)  
 Public Printer; the Government Printer (16a); *but* the printer  
 Puerto Rico:  
   government (6)  
   Governor of; the Governor (16a)  
   Legislative Assembly of; the legislative assembly (6)  
   Provisional Regiment; *but* Puerto Rico regiment (6)  
 Puritan (15)  
 Range, Coast, etc. (mountains) (8)  
 Rebellion (American Civil War) (10)  
 Reconstruction Finance Corporation; the Reconstruction Corporation; the Finance Corporation; the Corporation (6)  
 Reform School of the District of Columbia; the reform school (3)  
 Reformation, the (10)  
 Reformatory, only if part of proper name; the reformatory (3): Elmira, etc.  
 Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge  
 Register of the Treasury; the Register (17)  
 Regular Army; Regular Navy (6)  
 Reign of Terror (France, 1792) (10)  
 religious names (15):  
   Baptist  
   Buddhist  
   Catholic; Catholicism; *but* catholic (universal)  
   Christian  
   Christian Science  
   Evangelical  
   Hebrew  
   Latter-Day Saints  
   New Thought

religious names—continued

Protestant  
 Seventh-day Adventists  
 Seventh Day Baptists  
 United Brethren  
 Renaissance, the (era) (10)  
 Report, only if part of proper name; the report (17)  
 Reporter, Federal (publication); the Reporter (17).  
 Reporter, the (U. S. Supreme Court) (16a)  
 Representative; Representative at Large (in U. S. Congress)  
 Republic, capitalized if part of proper name; capitalized, standing alone, if referring to a specific government (7a):  
 French; the Republic  
 of Panama; the Republic  
 Swiss; the Republic  
 United States; the Republic  
 Reservation (forest, military, or Indian) if part of proper name; the reservation: Great Sioux  
 Reserve:  
 United States Army Reserve Corps; Officers' Reserve Corps; Reserve Officers' Training Corps; the Reserves; Reserve officer  
 United States Naval Reserve; the Reserve; Reserve officer  
 Resident Commissioner (Philippine Islands and Puerto Rico) (16a)  
 Resolution, only if part of proper name; the resolution (17):  
 Resolution No. 6  
 Public Resolution 6  
 Senate Concurrent Resolution 18  
 House Joint Resolution 3  
 Resolution 42  
 Revised Statutes (United States); Supplement to the Revised Statutes (17)  
 Revolution, Revolutionary (if referring to the American, French, or English Revolution) (6)  
 River, only if part of proper name; the river (3):  
 Mississippi, the  
 Potomac, the  
 Road, only if part of proper name; the road (3):  
 Benning Road  
 Erie Road (railroad)  
 Military Road  
 roman numerals, common nouns used with, not capitalized (3c):  
 book II; chapter II; part II; etc.  
*but* Book II: Modern Types (complete heading); Part XI: Early Thought (complete heading)  
 route no. 12466; mail route 1742; railway mail route 1144 (3c); *but* Route 40, State Route 9 (highways)  
 rule 21; rule XXI (3c); *but* Rule 21, with title (17)

Ruler of the Universe (Deity) (13)  
 Rules and Articles of War (book) (17)  
 Sabbath; Sabbath Day (15)  
 schedule 2, A, II, etc. (3c); *but* Schedule 2, with title (17)  
 School, only if part of proper name; the school (3):  
 any school of the United States Army or Navy  
 Artillery  
 Girls' Reform (District of Columbia)  
 Hayes  
 Pawnee Indian  
 St. John's Industrial  
 Scriptures (the Bible) (15)  
 Secretariat of the League of Nations; the Secretariat (6)  
 Secretary, if referring to the head of a national governmental unit (16a):  
 of State; of War; etc.; the Secretary of State for Foreign Affairs, British; for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary  
*but* secretary of the Interstate Commerce Commission  
 Secretary General of the League of Nations; the Secretary General (16a) section 2, A, II, etc. (3c); *but* Section 2, with title (17)  
 Senate, titles of officers, standing alone, capitalized (16a):  
 Chaplain  
 Chief Clerk  
 Official Reporter  
 Postmaster  
 President of the  
 President pro tempore  
 Presiding Officer  
 Secretary  
 Sergeant at Arms  
 Senator (U. S. Congress); *but* lower-cased if referring to State senators unless preceding a name (16a)  
 senatorial  
 Sergeant at Arms (Senate or House) (16a)  
 Sermon on the Mount (15)  
 Service, if referring to any Federal or District service; the Service (6):  
 Air  
 Air Mail  
 Army Transport  
 City Delivery  
 Consular  
 Customs  
 Diplomatic and Consular  
 Employment  
 Extension  
 Federal Coordinating  
 Foreign  
 Foreign Commerce  
 Forest  
 Indian  
 Internal Revenue  
 Lighthouse

## Service, etc.—Continued

National Park  
Parcel Post  
Postal  
Public Health  
Railway Mail  
Rural Free Delivery; Rural Delivery; Free Delivery  
Secret (Treasury)  
Special Delivery  
Star Route  
States Relations  
Steamboat Inspection  
Sister; Sisters (adherent of religious order) (15)  
Six Companies, Inc. (6)  
Six Nations (Iroquois Confederacy) (7a)  
Smithsonian Institution; the Institution (6)  
Socialist; socialism (6a)  
Society, only if part of proper name; the society (6):  
    Boston Medical of the Cincinnati  
soil classifications (8a):  
    Alpine Meadow      Prairie  
    Bog      Ramann's Brown  
    Brown      Red  
    Chernozem      Rendzina  
    Chestnut      Sierozem (Gray)  
    Desert      Solonchak  
    Gray-Brown      Solonetz  
    Podzolic      Soloth  
    Half-Bog      Terra Rossa  
    Laterite      Tundra  
    Pedalfer      Wiesenboden  
    Pedocal      Yellow  
    Podzol  
Soldiers' Home, if part of proper name (3): Ohio Soldiers' Home; the soldiers' home; etc.  
Soldiers' Home, the (District of Columbia only) (3a)  
Solicitor for the Department of Commerce, etc.; the Solicitor (16a)  
Solicitor General (Department of Justice) (16a)  
Son of Man (Christ) (15)  
Sons of the American Revolution (organization); a Son; a Real Son (6, 6a)  
Sound, if part of proper name; capitalized, standing alone, only if referring to Long Island Sound or Puget Sound (3, 3a):  
    Albemarle Sound; the sound  
    Pamlico Sound; the sound  
South Atlantic (8)  
South Pole (8)  
South, the (section of United States) (8)  
southerners  
Soviet, if part of proper name; capitalized, standing alone, only if referring to a central governmental unit (6):  
    a soviet  
    of People's Commissars

Soviet, etc.—Continued  
of Labor and Defense  
regime  
system

Moscow Soviet; city soviet; the soviet  
Union of Soviet Socialist Republics  
Special Order No. 12; Special Orders, No. 12; a special order (17)  
Speedway, the (District of Columbia) (3a)  
Spirit of '76 (painting) (17); *but* spirit of '76 (in general sense)  
spring (season) (9)  
Squadron, only if part of proper name; the squadron (3): North Atlantic, etc.  
Square, only if part of proper name; the square (3): Lafayette, etc.  
Staked Plains (8)  
Star of Bethlehem (15)  
Star-Spangled Banner (13)  
statehood (7)  
statehouse  
State prison (7)  
State rights; States' rights (7)  
State-wide (United States) (7)  
State's attorney (7)  
state's evidence (7)  
States (8):  
    Eastern; *but* western Gulf (8b)  
    Gulf; Lake  
    Middle  
    Middle Western  
    Midwestern  
    North Atlantic  
    Pacific Coast  
    Thirteen Original (8)  
Station, only if part of proper name (3); not capitalized if referring to surveying or similar work:  
    Broad Street Station; the station (3)  
    Key West Naval Station; Key West station; the station (3)  
    Nebraska Experiment Station; Nebraska station; the station (3)  
    Union; Union Depot; the depot (3)  
    substation A (3c)  
Statistical Abstract; the Abstract (17)  
Statue of Liberty; the statue (3)  
Statutes at Large (United States only) (17)  
Street, only if part of proper name; the street (3):  
    K Street  
    One Hundred and Tenth Street  
    the Street (Wall Street)  
Subtreasury, New York, etc.; subtreasury at New York; the subtreasury (6)  
summer (9)  
sun, lower-case unless used with names of planets which are capitalized (12d)  
Superintendent, of any Federal or District organization; the Superintendent (16a):  
    of Documents (Government Printing Office)



- Superintendent, etc.—Continued  
of the Coast and Geodetic Survey  
of the Naval (or Military) Academy  
of the Naval Observatory
- Supervising Architect (Treasury); the  
Architect (16a)
- Supervising Inspector General, the  
(Steamboat Inspection Service); the  
Inspector General (16a)
- Supplement to the Revised Statutes  
(United States); the Revised Statutes  
(17)
- Supreme Bench (13)
- Supreme Court (United States); the  
Court; titles of officers, standing  
alone, capitalized (16a):  
Associate Justice  
Chief Justice  
Clerk  
Marshal  
Reporter
- Surgeon General, the (Army, Navy,  
and Public Health Service) (16a)
- Survey, if part of title of a national  
governmental unit; the Survey (6):  
Biological  
Coast and Geodetic  
Geological  
Lake
- System (6):  
Federal Reserve; the System  
Parcel Post; the System  
Postal Savings; the System  
*but* Pennsylvania system
- table 2, II, A, etc. (3c); *but* Table 2,  
with title (17)
- Territorial, if referring to a political  
subdivision (7)
- Territory, capitalized if part of proper  
name; capitalized, standing alone, if  
referring to a political subdivision  
(7): of Hawaii; the Territory; etc.
- The, as part of a name, capitalized  
(4); lower-cased (4a):  
The Adjutant General (chief adju-  
tant general)  
The Assistant Secretary (chief assist-  
ant in Labor, Navy, and War  
Departments)  
The National Archives  
The Dalles; The Hague; The Weirs;  
*but* the Dalles region; the Hague  
Conference; the Weirs streets  
*but* the Times; the *Mermaid*; the  
Federal Express
- Thirteen American Colonies; the Thir-  
teen Colonies; Thirteen Original  
Colonies; the Colonies (8)
- Thirteen Original States (8)
- Tidal Basin (District of Columbia);  
the Basin (3, 3a)
- time: standard; central; eastern; moun-  
tain; Pacific
- title 2, II, A, etc. (3c); *but* Title 2,  
with title (17)
- Tomb of the Unknown Soldier; the  
tomb (3)
- Township, Union; township of Union  
(7)
- trade names (11):  
Bon Ami                      Quaker Oats  
Ceres flour                  Royal typewriter  
Packard 12                  Sapolio  
Pears' soap                Shredded Wheat  
Puffed Rice                Studebaker Com-  
Pyrex glass                  mander
- trans-Atlantic; trans-Siberian; etc.
- Treasurer, Assistant, of the United  
States; the Assistant Treasurer; *but*  
assistant treasurer at New York,  
etc. (16a)
- Treasurer of the United States; the  
Treasurer (16a)
- Treasury Decisions (book); the de-  
cisions (17)
- Treasury notes (6)
- Treasury, of the United States; Gen-  
eral; National; Public (6)
- Treasury Regulations (book); the reg-  
ulations (17)
- Treaty of Versailles (17); *but* treaty of  
1919; the treaty; Jay treaty (3, 3c)
- Tribunal, standing alone, capitalized  
only in minutes and official reports of  
a specific arbitration
- Tropic of Cancer; of Capricorn; the  
Tropics (8)
- Twin Cities (Minneapolis and St.  
Paul) (13)
- Umpire, in an international arbitration  
(16a)
- Under Secretary, if referring to a na-  
tional governmental officer; the  
Under Secretary (16a):  
of Agriculture  
of State  
of the Treasury
- Union, if synonym for United States  
or part of proper name; lower-  
cased in general sense (7a):  
Pan American Union; the Union  
plumbers' union; typographical  
union; etc.
- Station; Union Passenger Station;  
etc. (3)
- Union of Soviet Socialist Republics  
(U. S. S. R.) (6):  
Central Control Commission; the  
Commission  
Central Executive Committee; Cen-  
tral Committee; the Committee  
Central Soviet (R. I. L. U.)  
Congress (of central government)  
Executive Bureau (R. I. L. U.)  
Executive Committee of the Com-  
munist International; the Com-  
mittee  
Political Bureau; the Bureau  
Presidium (of Central Executive  
Committee)  
Red International of Labor Unions



- University, only if part of proper name; the university (3):  
 Howard  
 Stanford
- Unknown Soldier; Unknown Soldier's Tomb; the tomb (3)
- Upper, only if part of proper name (3):  
 Upper Egypt  
 Upper Peninsula (of Michigan)  
*but* upper House of Congress
- Veterans' Administration; the Administration (6)
- vice consul, British, etc. (16a)
- Vice Governor of the Philippines; the Vice Governor (16a)
- Vice President (same as President) (16a)
- volume 2, A, II, etc. (3c); *but* Volume 2, with title (17)
- Volunteer Naval Reserve; the Reserve (6)
- War, only if part of proper name (3):  
 between the States  
 Boxer Rebellion  
 Civil War  
 European war  
 French and Indian War (1754-63)  
 French and Indian wars  
 Great War  
 Indian war  
 Mexican War  
 of the Nations  
 of the Rebellion; the Rebellion  
 of the Revolution; the Revolution  
 of 1812; *but* war of 1914  
 Philippine Insurrection  
 Revolutionary War  
 Seven Years' War  
 Spanish War  
 Spanish-American War  
 with Mexico  
 with Spain  
 World War (1914-18)
- War Mothers (organization); a Mother (6, 6a)
- ward 1, 2, etc.; first, second, etc. (3c)
- Washington's Farewell Address (17)
- West Coast (Africa) (8)
- West End, etc. (section of city) (8)
- West Florida (1763-1819) (8b)
- West, the (section of United States) (8)
- Western Hemisphere (8)
- Wheat Belt; the belt (8)
- Whisky Rebellion (10)
- White Army (Russia) (6)
- White Caps (organization) (6)
- White House (3):  
 Blue Room  
 East Room  
 Red Room  
 State Dining Room
- winter (9)
- Woman's Christian Temperance Union (6)
- Woman's Party (National); the party
- Woods, only if part of proper name; the woods (3):  
 Belleau Wood  
 House of the Woods (palace)
- World:  
 New World (8)  
 Old World (8)
- World Court; the Court (6)
- X-rays
- Young Women's Christian Association (6)
- Your Excellency; Your Honor; Your Majesty; etc. (16c)
- Zone, if part of proper name:  
 Canal (Panama); the zone (3)  
 Frigid; the zone (3)  
 Temperate; the zone (3)
- Zoological Park (National); the Zoo (3, 3a); *but* the park

Spelling

Compound  
Words

Guide to  
Compounding

Abbreviations



## SPELLING

(See also Compound Words; Abbreviations)

To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this manual. This guide is Webster's New International Dictionary, which has been the accepted authority for Government printing for the past 70 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

### Approved forms.

22. The forms given in the following list are to be used in preference to any other forms.

accessory	beveling	caviar	diarrhea
adapter	bloc (group)	center	dieresis
adviser	blond	chancellor	dieretic
adz	bluing	chancelry	dike
afterward	bombazine	channeled	dingey (boat)
aid (assistance)	boulder	char	disheveled
aide (assistant)	bourn	charred	disk
aide-de-camp	briquet	check	dispatch
airplane	briquetted	chiffonier	despatch (di-
aline	briquetting	chili (pepper)	lomatic com-
aluminum	broadax	choir	munication)
ambidextrous	bronco	chop suey	distill
analog	bunion	citable	distilled
anyway	bur	clue	distillment
anywise	bus	coconut	distributor
appareled	busses	collaret	doggerel
appendixes	bylaw	conjurer	downward
apprise (to inform)	caddie (golf)	connector	draft
apprise (to ap-	caddyng	conveyor	dril (textile, tech-
praise)	caliber	cooky	nical)
archeology	caliper	coolie	drought
arrester	calk	coquet	dumfound
artisan	cancelation	cornetist	eastward
asafetida	canceled	councilor (member	edema
ascendance	canceling	of council)	edgewise
autogiro	cannot	counselor (adviser)	employee
awhile (adv.)	cantaloup	crawfish	enameling
ax	canyon	cyclopedia	engage
aye	carabao (singular	dato	encave
backward	plural)	debouch	enclose
bagging	carbureted	decalog	enclosure
bandanna	carburetor	defense	encumber
baritone	caroled	dependent	encumbrance
bark	catalog	desecrater	endorse
barreled	cataloged	dextrous	endorsement
bazar	cataloger	dialing	endwise
behoove	cataloging	dialog	enfeeble



enforce	grey cloth (textile, technical)	medaled	savable
enforcement	groveling	medieval	scalloped
enroll	gruesome	meter	sextet
enrolled	guarantee (v.)	milk cow	Shakespeare
enrollment	guaranty (n.)	modeler	sideward
enshade	gypsy	mold	sirup
ensheathe	harken	money	skill
ensnare	hiccup	monolog	skilled
enthrall	hindmost	mortise	skillful
entrench	homeopath	movable	smolder
entrust	homeward	myth	sometime (adv.)
entwine	hypotenuse	octet	stanch
envelope (n.)	idyl	offense	stifling
epaulet	inquire	onward	subpena
equaled	inquiry	organdie	sulphur
equaling	install	orthopedia	swiveled
escaloped	installation	pajama	sylvan
farther (distance)	installed	paneling	taxi
further (not distance)	installment	parceling	taxied
favor	instill	partisan	taxies
feldspar	instilled	percent	taxying
fetal	instillment	petaled	teasable
finable	insure	pickax	technique
flannelet	inward	plow	theater
fledgling	jeweler	practice (n., v.)	thralldom
flex	judgment	pretense	thrash
flexion	kidnap	program	thresh (grain)
flyer	kilogram	propellant (n.)	toted
focusing	kopek	ptomain	totaling
forbade	labeled	quarreling	toward
forbear	labeling	quartet	toweling
forego	landward	raccoon	toxemia
fueller	leatheret	racket (all meanings)	tranquillize
fulfill	lengthwise	ratable	tranquillity
fulfilled	leveler	rattan	traveled
fulfillment	libelant	raveling	traveler
funneled	libeled	recompense	traveling
fuse (safety device)	license	reconcilable	trolley
fuze (ignition device)	likable	reconnaissance	tunneler
gage	livable	reinforce (enforce again)	turquoise
galosh	lodestar	reinforce (strengthen)	upward
garrote	lodestone	refractory	visa
gasoline	mandolin	registrar	visaed
gayety	maneuver	remodeler	visaing
good-bye	manywise	reveler	wainscoting
graveled	margarin (in chemistry)	rhyme	weeviled
gray	margarine (butter substitute)	ruble	westward
	meager	salable	whiskies
			whisky
			willful

### Ligatures.

23. Ligatures are not used in anglicized or Latin words; in other foreign words national practice is followed.

Caesar  
Leguminosae

Cædmon (Old English)  
vœu (French)

### Diacritical marks.

24. Diacritical marks are not used with completely anglicized words.

angstrom  
applique  
apropos  
blase  
boutonniere

brassiere  
cafe  
cafeteria  
comedienne  
confrener

consomme  
cortege  
coulee  
crepe  
crepe de chine

debris  
debut  
debutante  
decollete  
denouement

depot	glace	moron	role
ecru	habitue	naive	rotisserie
elite	ingenue	nee	roue
entree	jardiniere	portiere	soiree
facade	matinee	premiere	souffle
fete	melee	regime	tragedienne
frappe	moire		

(a) Foreign words carry the diacritical marks that are an essential part of their spelling.

abbé	communiqué	littérateur	porte-lumière
agrément	congé	longéron	pousse-café
à la carte	coup de grâce	matériel	précis
à la king	coup de maître	mélange	procès-verbal
à la mode	coup d'état	mère	protégé (masculine)
attaché	crédit foncier	mésalliance	protégée (feminine)
auto-da-fé	crédit mobilier	métier	raisonné
beauséant	crème	nacré	rôle
bêche de mer	curé	naïveté	recherché
béton	déjeuner	opéra bouffe	résumé
blessé	doña	opéra comique	risqué (masculine)
caïque	dos-à-dos	outré	risquée (feminine)
calèche	entrepôt	papier mâché	santé
cañada	étude	passé (masculine)	señor
canapé	exposé	passée (feminine)	table d'hôte
centième	faïence	pâté	tête-à-tête (n.)
chargé	fiancé (masculine)	père	velón
chargé d'affaires	fiancée (feminine)	piña	vis-à-vis
chiné	garçon	pléiade	
cloisonné	grillé	porte cochère	

#### Geographic names.

25. The spelling of geographic names must conform with the decisions of the United States Geographic Board and its successor, the Division of Geographic Names. In the absence of such a decision, the United States Postal Guide is to be used for names in the United States and its possessions, and the rules of the Board and Division are to be followed in the spelling of foreign names.

If the decisions or the rules of the Board and Division permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify or correct the spelling of the particular form used.

#### Transliterations.

26. In the spelling of nongeographic words transliterated from Chinese, Japanese, or other languages that do not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet are marked with an asterisk in the table on p. 150.)

#### Indian words.

27. In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces and hyphens.

#### Nationalities, etc. (nouns and adjectives).

28. The table on page 150 shows forms to be used for nouns and adjectives denoting nationality.

(a) Observe the following forms:

Hawaiian  
Part-Hawaiian (applies to  
Hawaii only)

Puerto Rican  
Tennessean

## Endings "ible" and "able."

29. The following list comprises the words ending in *ible*; other words of this class end in *able*.

abhorrible	divisible	incorrigible	passible
accendible	docible	incorrodible	(passable)
accessible	edible	incorruptible	perceptible
addible	educible	incredible	perfectible
adducible	effectible	indefeasible	permiscible
admissible	effervescible	indefectible	permissible
affectible	eligible	indefensible	persuasible
apprehensible	eludible	indelible	pervertible
audible	evasible	indeprehensible	plausible
bipartible	evincible	indestructible	possible
circumscriptible	exhaustible	indigestible	prehensible
coctible	exigible	indiscernible	prescriptible
coercible	expandible	indivisible	producible
cognoscible	expansible	indocible	productible
cohesible	explosible	inducible	protrusible
collapsible	expressible	ineffervescible	putrescible
collectible	extendible	ineligible	receptible
combustible	extensible	ineludible	redemptible
committible	fallible	inevasible	redressible
compactible	feasible	inexhaustible	reducible
compatible	fencible	inexpansible	reflectible
compossible	flexible	inexpressible	reflexible
comprehensible	fluxible	infallible	refrangible
compressible	forcible	infeasible	remissible
conducible	frangible	inflexible	renascible
conductible	fungible	infractible	rendible
confluxible	fusible	infrangible	reprehensible
connectible	gullible	infusible	repressible
contemptible	horrible	inscriptible	resistible
contractible	ignitable	insensible	responsible
controvertible	illegible	instructible	reversible
convertible	immersible	insubmergible	revertible
(conversable)	immiscible	insuppressible	risible
convertible	impartible	insusceptible	runcible
convincible	impassible	intactible	seducible
corrigible	(impassable)	intangible	sensible
corrodible	impatible	intelligible	sponsible
corrosible	impeccable	interconvertible	suasible
corruptible	imperceptible	interruptible	subdivisible
credible	impermissible	intervisible	submergible
cullible	imperscriptible	invincible	submersible
decoctible	impersuasible	invincible	subvertible
deducible	implausible	inventible	supersensible
deductible	impossible	invertible	suppressible
defeasible	imprescriptible	invincible	susceptible
defectible	impressible	invisible	suspensible
defensible	imputrescible	irascible	tangible
delible	inaccessible	irreducible	tensible
deprehensible	inadmissible	irrefragible	terrible
depressible	inapprehensible	irremissible	traducible
descendible	inaudible	irreprehensible	transfusible
destructible	incircumscriptible	irrepressible	transmissible
diffusible	includible	irresistible	transmittible
digestible	incoercible	irresponsible	transvertible
dirigible	incognoscible	irreversible	tripartible
discernible	incombustible	legible	unadmissible
discerpible	incommiscible	mandible	unexhaustible
discrptible	incompatible	marcescible	unexpressible
discussible	incomprehensible	miscible	unresponsive
dissectible	incompressible	negligible	vendible
distensible	inconcussible	nexible	vincible
distractible	incontrovertible	omissible	visible
divertible	inconvertible	ostensible	vitrescible
divestible	inconvincible	partible	



Endings "ise", "ize", and "yze."

30. A large number of words have the termination *ise*, *ize*, or *yz*, all pronounced *ize*. The letter *l* is followed by *yz* if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize*.

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to appraise)	disenfranchise	improvise	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	
	enterprise	premise	

Endings "cede", "ceed", and "sede."

31. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

Indefinite articles.

32. The indefinite article *a* is used before a consonant and an aspirated *h*; *an* is used before silent *h* and all vowels except *u* pronounced *yu* and *o* pronounced as in *one*.

a historical review	a union	an hour	an onion
a human being	a one-sided view	an honor	an oyster

Plural forms.

33. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list:

albinos	Eskimos	mementos	sextodecimos
armadillos	gauchos	merinos	sextos
banjos	halos	mestizos	siroccos
cantos	inamoratos	octavos	solos
casco	indigos	octodecimos	tobaccos
centos	juntos	pianos	twos
didos	kimonos	provisos	tyros
duodecimos	lassos	quartos	virtuosos
dynamos	magnetos	salvos	zeros
embryos			

34. In forming the plurals of complex terms, the principal word (always a noun) takes the plural form.

Principal word first:

attorneys general  
chargés d'affaires  
courts martial  
postmasters general  
rights-of-way  
sergeants at arms  
sergeants major  
surgeons general

Principal word second:

deputy judges  
judge advocates  
lieutenant colonels  
major generals  
under secretaries  
vice chairmen

35. The following list comprises some of the words whose plurals may cause difficulty:

addendum, addenda	antenna, antennae (antennae in zool-ogy)
alga, algae	appendix, appendixes
alumnus, alumni (masc.); alumna, alumnae (fem.)	basis, bases



chassis (singular and plural)

Co., Cos.

crisis, crises

criterion, criteria

datum, data

desideratum, desiderata

dilettante, dilettanti

ellipsis, ellipses

erratum, errata

folium, folia

formula, formulas

genius, geniuses

genus, genera

gladiolus (singular and plural)

hypothesis, hypotheses

index, indexes (indices in mathematics)

Kansas Citys

larva, larvae

lava, lavas

Marys

medium, mediums

memorandum, memoranda

parenthesis, parentheses

phenomenon, phenomena

procès-verbal, procès-verbaux

radius, radii

septum, septa

spoonful, spoonfuls

stimulus, stimuli

stratum, strata

syllabus, syllabi

synopsis, synopses

tableau, tableaux

terminus, termini

thesis, theses

### Possessives and apostrophes.

36. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*; the possessive case of a singular or plural noun ending in *s* is formed by adding an apostrophe only.

man's, men's  
prince's, princes'  
Essex's, Essexes'  
Co.'s, Cos.'

hostess', hostesses'  
princess', princesses'  
Jones', Joneses'

Jesus'  
Mars'  
Dumas'

(a) In the use of an apostrophe in geographic names, firm names, the names of organizations and institutions, and the titles of books, the authentic form is to be followed.

Harpers Ferry  
Traders Bank  
Masters, Mates, and Pilots' Association  
Court of St. James's

St. Peter's Church  
St. Elizabeths Hospital  
Johns Hopkins University  
Hinds' Precedents

(b) Possessive pronouns do not take an apostrophe.

its

theirs

37. The singular possessive case is used in such general terms as the following:

author's alterations  
fuller's earth  
miner's inch

printer's ink  
writer's cramp

38. An apostrophe is used to indicate contractions and the plurals of letters, figures, and symbols.

don't  
I've  
it's (it is)

Spirit of '76  
Y. M. C. A.'s (plural)  
A B C's

the 1920's  
a's; 7's; ¶'s  
T's; W's; 8's

39. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)  
2 hours' travel time  
a stone's throw  
2 weeks' pay  
the ship's hovering

for charity's sake  
for pity's sake  
For euphony *s* is omitted in—  
for acquaintance' sake  
for conscience' sake

40. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)  
quartermaster stores

State prison  
State rights

41. Other than as indicated above, an apostrophe is not used if ownership is not to be indicated.

teachers college

Grain Exchanges Act

the Williams claim

**Doubled consonants in derivatives.**

42. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, baggage  
bus, busses

red, reddish  
rob, robbing

allot, allotted  
concur, concurred

(a) If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

refer, reference

prefer, preference

infer, inference



Compound  
Words

Guide to  
Compounding

Abbreviations





## COMPOUND WORDS

(See also Guide to Compounding)

A compound word is a union of two or more words, either with or without a hyphen.

In the development of the English language many separate words have been united into compounds because of their close and repeated association, but the process, mainly for want of guiding principles, has been both haphazard and erratic. Consequently current usage abounds in inconsistencies, and authorities do not agree.

A compound word conveys a unit idea that is not conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words and thus facilitates understanding, aids readability, and insures a correct pronunciation.

### General rule.

43. Two or more words are compounded either to express a unit idea (literal or nonliteral) or to avoid ambiguity.

drydock  
afterglow  
newsprint

whitewash  
childlike  
ladyfinger

ball-like  
right-of-way  
co-op

### Rules applying to all parts of speech.

44. A hyphen is used—

(a) To avoid doubling a vowel (except after the short prefixes *co*, *de*, *pre*, *pro*, *re*) or tripling a consonant.

thimble-eye

brass-smith

shell-like

(b) To prevent mispronunciation, especially to insure a definite accent on each element of the compound.

mid-ice

head-on

air-dry (v.)

(c) To join a single capital letter to a noun or a participle.

U-boat

X-ray

T-shaped

(d) To join the elements of an improvised compound

make-believe (n.)

blue-pencil (v.)

know-it-all (n.)

(e) In compounds formed of duplicating or conflicting terms and in compounds naming the same person or thing under two aspects.

devil-devil  
city-State

pitter-patter  
comedy-ballet

dead-alive  
treasurer-manager

45. A hyphen is used in a compound noun containing an adverb as its second element; also in a compound noun consisting of three or more words.

flare-back  
go-between  
hold-up  
looker-on

forget-me-not  
man-of-war  
mother-in-law  
jack-in-the-box

46. A hyphen is used in compound numbers, in compound (double) titles, in compound units of measurement, in complex terms of compass direction, and in other complex compounds.

twenty-one  
twenty-first  
*but* one hundred and  
twenty-first

secretary-treasurer  
light-year  
horsepower-hour

north-northeast  
great-grandfather  
a 6-footer

47. A hyphen and an apostrophe are used in a compound containing a possessive noun as one of its elements.

bull's-eye  
mare's-nest

asses'-eyes  
ass's-foot

48. A compound adjective in which the second element is a past participle or a coined adjective in the form of a past participle is hyphenated unless derived from a solid compound or unless the first element is an adverb ending in *ly*.

This material is fire-tested.  
The flowers were bell-shaped.

The slopes are wind-blown.  
This generation is air-minded.

heavy-laden  
fear-fraught  
broadleaved

drought-stricken  
chicken-hearted

heavily laden  
brightly striped

49. An expression in which the last element is a present participle is printed as separate words unless it is used as a unit modifier or is derived from a solid compound.

The shale was oil bearing.  
One of their duties was price fixing.  
He was engaged in painting and paperhanging.

50. A derivative of a compound retains the form of the original compound.

praiseworthiness  
outlawry

cold-bloodedness  
ill-advisedly

51. Color terms are not hyphenated unless used as unit modifiers.

blue green  
orange red

chocolate brown  
milk white

bluish green  
dark green

52. Words combined to form a unit modifier immediately preceding the word or words modified are hyphenated unless the first word is an adverb ending in *ly* or unless the first word in a three-word modifier is an adverb and modifies the second.

above-mentioned law  
interstate-commerce law  
contested-election case  
navy-yard employee  
Washington-Alexandria region  
most-favored-nation clause  
law-abiding citizen  
six-room house

one-half interest  
10-foot pole  
4-percent increase, *but* 4 percent [of]  
hydrochloric acid  
pro-rata share  
prima-facie evidence  
nicely kept lawn  
very well defined rating curve

(a) The hyphen is not used in a unit modifier (except where modifier is normally a hyphenated term) which is enclosed in quotation marks.

"blue sky" law

"brain trust" activity

"mark-off" galley

(b) A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motors, alternating-current, 3-phase, 60-cycle, 115-volt  
 glass jars: 5-gallon, 2-gallon, 1-quart  
 belts: 2-inch, 1¼-inch, ½-inch, ¼-inch

(c) Proper names used as unit modifiers retain their noun form.

Wilkes-Barre: Wilkes-Barre streets  
 United States: United States laws

(d) A modifier should not be confused with the word it modifies.

competent shoemaker	field canning factories
wooden-shoe maker	tomato-canning factories

53. Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last, the hyphens are retained.

2- or 3-em quads (*not* 2 or 3-em quads)  
 2- by 4-inch boards; *but* 2 to 6 inches wide  
 8-, 10-, and 16-foot boards  
 long- and short-term money rates (*not* long and short-term money rates)  
*but* twofold or threefold (*not* two or threefold)  
 goat, sheep, and calf skins (*not* goat, sheep, and calfskins)

54. The compounding and hyphening of scientific terms are governed by scientific usage. (In general, copy is considered authoritative.)

55. Civil and military (single) titles are not hyphenated.

commander in chief	under secretary	<i>but</i> under-secretaryship
major general	vice president	vice-presidency
attorney general	president general	president-general-elect

56. A fraction is hyphenated, but the hyphen is omitted between the numerator and the denominator when the hyphen appears in either.

two-thirds	two one-thousandths
twenty-three thirtieths	three ten-thousandths
twenty-three thirty-seconds	three-fourths inch
one-thousandth	three-fourths of an inch

57. Idiomatic phrases are not hyphenated.

come by (obtain)	inasmuch as
Monday week	insofar as

58. Combining forms, prefixes, and suffixes do not require hyphens except as indicated in paragraphs (a) and (b), following.

<i>Anglo</i> mania	<i>heroic</i> omic	<i>reen</i> act	<i>percentage</i>
<i>antedate</i>	<i>infrared</i>	<i>semio</i> fficial	<i>twentyfold</i>
<i>antis</i> lavery	<i>interview</i>	<i>step</i> father	<i>spoonful</i>
<i>bylaw</i>	<i>mis</i> state	<i>sub</i> secretary	<i>manhood</i>
<i>cooperate</i>	<i>non</i> neutral	<i>super</i> fine	<i>selfish</i>
<i>countercase</i>	<i>plano</i> convex	<i>trans</i> ship	<i>stainless</i>
<i>deenergize</i>	<i>post</i> script	<i>tricolor</i>	<i>relationship</i>
<i>ex</i> communicate	<i>pre</i> exist	<i>ultra</i> violet	<i>northward</i>
<i>extra</i> ordinary	<i>proo</i> ptic	<i>unnecessary</i>	<i>clockwise</i>

(a) The prefixes *ex* (former) and *self* (reflexive) and the adjective *elect* require a hyphen.

ex-governor	self-interest	president-elect
ex-trader	self-defense	vice-president-elect



(b) A hyphen is used—

To avoid doubling a vowel (except after the short prefixes *co*, *de*, *pre*, *pro*, *re*).

anti-imperial

micro-organism

ultra-atomic

To avoid tripling a consonant.

shell-like

skill-less

thrill-less

To join duplicating prefixes.

re-redirect

sub-subcommittee

To join a prefix to a proper name.

un-American

pan-American

Pan American Union

Anglo-American

trans-Atlantic

(official usage)

To prevent mispronunciation or misinterpretation.

contra-indicated

non-civil-service position

dynamo-electric

anti-hog-cholera serum

re-treat (treat again)

co-op (short for cooperative)

blow-out-proof

Guide to  
Compounding

Abbreviations



## GUIDE TO COMPOUNDING

The following list is based on the principles and rules for compounding given on pages 51-54. Manifestly such a list cannot be complete, but the approved usage with respect to any words not included can be determined by analogy or by application of the rules or the general principle.

Words printed flush are combined with the words which follow to form solid or hyphenated compounds; space marks (#) indicate two-word forms.

Words listed as combining forms and prefixes are limited to only a few examples. Such words are usually solid, but the hyphen is sometimes required for a special reason.

The abbreviations *a.* (adjective), *adv.* (adverb), *n.* (noun), *v.* (verb), and *u. m.* (unit modifier) indicate functions of the compounds as given. Foreign languages are indicated by the usual abbreviations.

Uniformity of treatment: For the sake of appearance, it may sometimes be necessary to treat alike words which if widely separated would have different forms, as, for example, *deck house* and *warehouse*. Appearing in juxtaposition, these and similar words may be made uniform. When this is done it should be understood that it is only a temporary expedient for the job in hand and does not supersede the list here given.

### A

A-flat  
 afoot, -sea, shipboard  
 A-frame  
 aardvark, wolf  
 A #B #C (n.), A-B-C (u. m.)  
 abio (combining form) genesis  
 able-bodied, -minded  
 aboveboard, #deck, #ground, -mentioned, #proof, #water  
 absent-minded  
 ace #high  
 acidproof, fast, -treat, #worker  
 acre-foot  
 actino (combining form) chemistry, -electricity  
 acute-angled  
 adman, minister, smith  
 adderbelt, fish  
 addlebrain, head, pate, plot  
 aero (combining form) dynamics, meter  
 aforegoing, hand, -mentioned, -named, said, time, thought  
 Aframerican  
 Afro-American  
 aftercastle, most  
 after-acquire, -described, -designed, glow, #gun, #mast, -mentioned, -named, #sails, -specified, thought, time, wit, witted, -written  
 agar-agar  
 agateware  
 ageless, #long, -stricken  
 ague-faced, -plagued, proof, -rid, -sore  
 aide-de-camp  
 aide-memoire

air-bound, -blasted, -blown, -borne, -brained-  
 #brake (n.), -bred, craft, -chambered, #clear, -con, ditioned, -conveyed, -cooled, -dried, -driven, drome, -dry, #duct, -embraced, field, -floated, foil, -formed, hole, #line, #liner, -locked, #mail, man, #navigation, plane, port (all meanings), ship, sick, -slaked, tight, #twist, ward, way, wayman, -wise, woman, worthy  
 alcohol (combining form) meter  
 alco (combining form) vinometer  
 alderfly, -leaved, man, woman  
 alebench, -blown, -born, conner, cup, -fed, glass, house, monger, pot, tap, #taster, -washed, wife, yard  
 all #absorbing, -aged, -American, #around, -fired, -flotation, #fours, #hail, #in, #mark, mouth (zool.), over (clothing), -overish, -possessed, #right, -rounder, spice, -stars, -time (u. m.), -wise  
 All-Father  
 alleyway  
 almond-eyed  
 almsman, giver, giving, house  
 alongship, shore, side  
 alpenglow, horn, stock  
 also-ran  
 altarpiece, #screen, wise  
 alto-cumulus, -relievo, -stratus  
 amber #clear, -colored, fish, -headed, -hued, -tipped  
 amidships  
 amperemeter  
 amylo (combining form) genesis  
 anchorhold, #light, plate  
 angel-eyed, -faced  
 anglehook, meter, sight, twitch, wing, wise, worm  
 Anglo (combining form) mania, -American



**ankle** #bone, #cutter, jack  
**antacid**, eater, fly, hill  
**antedate**, #bellum, -bellum (u. m.), meridian, #mortem, -mortem (u. m.)  
**antero** (combining form) lateral  
**anthem**-wise  
**anthra** (combining form) diol  
**anthro** (combining form) pogony  
**anti-American**, -hog-cholera (u. m.), -imperial, slavery  
**anvil**-faced, -headed, #maker, smith  
**anybody** (pron.), how, one (pron.), thing, way, where, wise  
**A #1** (rating)  
**A-pole**  
**apple** #blossom, #cart, -cheeked, -faced, #grower, jack, john, monger, nut, -scented, -shaped, worm  
**April-fool** (v.)  
**aqua** #green, marine, meter, plane, tint, tone  
**auquo** (combining form) capsulitis, -ion  
**arborway**  
**archband**, bishop, duke, way, wise  
**archerfish**  
**archespire**  
**archi** (combining form) episcopal, lithic, morphic  
**arc-over** (n.), -weld (v.)  
**arithmo** (combining form) graph, mania  
**arm** #band, chair, hole, let, load, piece, pit, plate, #rack, #rest, -shaped  
**armyworm**  
**armorbearer**, -clad, #plate, -plated  
**arriswise**  
**arrowbeam**, head, headed, -leaved, #maker, plate, -shaped, shot, smith, -smitten, snake, stone, -toothed, worm, -wounded  
**art**-colored, craft, ware  
**arterio** (combining form) sclerosis  
**artilleryman**, ship  
**asbestos-coated**, -covered, -packed, #wool  
**A-sharp**  
**ash** #bin, can, #color, -colored, -free, #heap, -leaved, man, pan, pile, pit, tray  
**assemblyman**, #room  
**astro** (combining form) physics  
**athwarthawse**, ship, wise  
**auburn-haired**, -locked  
**audio** #frequency, gram, meter  
**auger** #nose, #type  
**authorcraft**  
**autotype**  
**auto** (combining form) biography, boat, bus, cab, #camp, car, -immunization, -infection, -inoculation, -intoxication, -omnibus, -ophthalmoscope, -oxidation, sight, truck, type  
**avant-courier**  
**away-going** (n.)  
**awe-bound**, -filled, -inspired, some, -strike (v.), -stricken, -struck  
**awl-fruited**, -shaped  
**ax-adze**, #grinder, hammer, #head, #maker, man, -shaped, stone, tree  
**axlesmith**, tree  
**aye-aye**  
**azo** (combining form) benzil  
**azure**-blazoned, -colored, -domed, -mantled, -tinted, -vaulted, -veined

## B

**babe**-face (n.), -faced  
**baby**-face (n.), -faced  
**backache**, #angle, band, -bencher, bite (v.), board, bone, boned, #breaker, cap, east (n., v.), chat, -connected, #chain, -down (n.), #drop, -face, fill, fire, flash, #flap, flow, -focus (v.), -focused, furrow, gammon, ground, hand, lands, lash, -list (v.), log, -lotter, -paddle (v.), -pedal (v.), piece, plate, -putty (v.), run, saw, set, shift, slide (v.), #spiker, spin, spread, staff, stage, stair (a.), #stairs (n.), stamp, stay, stick, stitch, stop, strap, -streetre, #stretch (n.), string, strip, stroke, -swath (v.), -swept, swing, sword, tack, #tender, #tenter, -titrate, -track (v.), -trail (v.), -trailer (n.), -up (n.), #wall, ward, wash, water, #way, woods, #yard, -yarder  
**backer**-off, -up  
**badgeman**  
**badger-legged**  
**badland(s)** (geol.)

**bag-bedded**, -cheeked, #house, #maker, #making, man, nut, pipe, reef, room, -shaped, #wig, worm  
**baggage**man, master, #smasher, #truck  
**bailepiece**, wood  
**baileman**  
**bakeboard**, #house, #meat, pan, #shop, #stove  
**bakelite-dilecto**  
**balance**wise  
**baldberry**, crown (bird), -faced, head (n.), headed, pate, rib  
**ball-faced**, fish, flower, -like, #planter, player, proof, room, stock  
**ballot** #box  
**balm** #breathing, -leaved, -shed  
**bandbox**, #cutter, man, master, #pulley, #saw, #sawyer, -shaped, stand, string, -tailed, #wagon  
**bandsman**  
**bandyball**, -bandy, -legged  
**bangtail**  
**bankbook**, #high, man, side (stream)  
**banker**-mark, -out  
**bannerfish**, man  
**bannut**  
**bantamweight**  
**bar** #bit, keeper, maid, man, master, point, post, room, tender, way, wise, wood, wound  
**barberfish**, #shop  
**barbwire**  
**bare-ankled**, -armed, back, backed, -branched, #bone, -boned, -bosomed, -cheated, faced, -fingered, foot, footed, handed, headed, -kneed, -legged, -necked, -picked, -ribbed, -skinned, -skulled, -throated, -toed, -walled, -worn  
**bargeboard**, #couple, #course, #house, -laden, load, man, master  
**bark**-bared, -bound, #cutter, -formed, -galled, -peel (v.), #rot, -tanned  
**barkometer**  
**barley-fed**, mow, break, bree, corn  
**barmy-brained**  
**barrman**, #owl, stormer, yard  
**barrel-bellied**, #head, #maker, #making, -shaped  
**barring**-out (n.)  
**barrowcoat**, man  
**basal-nerved**  
**baseball**, baller, -begged, -begot, board, -born, -bred, -hearted, -leveled, #liner, man, -mettled, -minded, -souled, -spirited, -witted  
**basketball**, baller, fish, -hilted, #maker, ware, #weave, woman, work  
**bas-relief**  
**basstar**, wood  
**bat** #blind, -eyed, fish, fowl, fowler, #horse, man, -minded, #mule, -winged  
**bathhouse**, man, robe, room, root, tub  
**batsman**, wing (cloth)  
**battercake**, clock, man  
**battering** #ram  
**battle-ax**, dore, -fallen, field, ground, plane, -scarred, ship, -slain, -spent, stead  
**baybolt**, gall, head, man, #rum, wood  
**beachcomber**, man, master, #wagon  
**head-eyed**, flush, hook, #house, row, work  
**beady-eyed**  
**beadsman**, woman  
**beakhead**, iron, -shaped  
**beakerman**  
**beamfilling**, room, trawl  
**beamsman**  
**beancod**, feast, -fed, field, #setter, -shaped  
**bear** #baiting, bane, #garden, herd, hide, #hound, -off, skin, ward  
**beastman**  
**beaterman**, -out, -up  
**beauty-blind**, #bright, -clad, proof  
**beaverboard**, pelt, wood  
**bedboard**, bug, cap, case, chair, chamber, clothes, cord, cover, fast, fellow, flower, foot, frame, #goer, gown, #lamp, #light, #maker, man, mate, #molding, pan, plate, post, quilt, rail, ridden, rock, room, #screw, sheet, sick, side, sock, sore, spread, spring, stock, staff, stand, stead, straw, string, tick, #timber, time, ward, way  
**beebread**, -butt, #head, herd, hive, #house, keeper, keeping, line, man, master, way, #wine  
**beechdrops**, nut, wood  
**beef** #eater, #extract, -faced, #head, steak, #tongue, -witted  
**beennut**

**beerbibber**, #house, #maker, monger, pull  
**beetle-browed**, #head, stock, stone, weed  
**before-cited**, -created, -delivered, hand, -known, -mentioned, -named, -recited, -tasted, -thought, time, -told, -warned, -written  
**beggarman**, -patched, weed, woman  
**behindhand**, sight, time  
**bell** #bearer, bind, bird, -bottomed, boy, -crowned, -faced, hanger, -hooded, hop, #house, #maker, #making, man, mouth, -nosed, #ringer, -shaped, top, ware, wood  
**bellows** #maker, #making, man  
**bellyache**, #band, -beaten, -bound, #button, -fed, #god, -gulled, -laden, -naked, piece, pinch, -proud, -sprung, #worshiper  
belowstairs  
**belt-coupled**, -driven, #maker, #making, man  
**benchboard**, fellow, -hardened, land, -legged, -made, man, mark, #work  
Ben Day process  
Beni-Israel  
bennetweed  
ben-teak  
**benistar**, wood  
**berry** #brown, bush, cone, -formed, #picker, #picking  
**beta** #ray, #test  
betweenwhiles  
B-flat  
**bi** (combining form) facial, -iliac, monthly, weekly  
bible-babble  
**big-antlered**, -armed, -bearded, -bellied, -bodied, -boned, -bosomed, -breasted, -bulked, -eared, eye (fish), -eyed, -footed, -framed, -gaited, -handed, head (ego), -hearted, -hoofed, horn (sheep), -horned, -jawed, -leaguer, -leaved, -mouthed, -nosed, -souled, -voiced, -waisted  
**billback**, beetle, board, broking, bug, fish, fold, head, hook, man, poster, posting, sticker  
**billet-doux**, head, wood  
billingsgate  
**biochemistry**, -electrogenesis, -energetics, -aeration  
**birchbark**, man  
**bird** #cage, -eye, -faced, -fingered, #house, land, lime, lore, man, -mouthed, seed, -witted, woman  
bird's-eye  
**birthbed**, day, land, mark, mate, place, #rate, right, stone  
**biscuit-brained**, -colored, #maker, #making, -shaped  
**bismuto** (combining form) plagiomite  
bitstock  
**bitter-ender**, head, nut  
**black-aproned**, -backed, ball (n., v.), -banded, -bearded, -bellied, berry, -billed, bird, board, -bodied, -bordered, -breasted, -browed, -crested, -crowned, damp, -edged, -eyed, -faced, -feathered, -figured, fish, fly, guard, -hearted, -hooded, jack, list, mail, -mouthed, -robed, -shirted, smith, strap, -tufted  
**bladderfish**, nose  
**bladebone**, fish  
blameworthy  
**blanket** #maker, #making  
blastplate  
**bleach** #house, #wax, #works, yard  
**blear-eyed**, -witted  
bleary-eyed  
**blightbird**, -resistant  
**blindfish**, fold, -loaded, #pig, -stitched  
blink-eyed  
blithe-hearted  
**blockhead**, house, like, #maker, #making, #signal  
blond-haired  
**bloodbeat**, -bespattered, -bought, -colored, -curling, -discolored, -drenched, -died, guilty, hound, #hot, -hued, letting, #poisoning, #red, #ripe, shed, shot, #spot, stain, stock, stone, sucker, sucking, thirst, thirsty, #warm, wood, worm  
**bloody-eyed**, -faced, -handed, -hearted, -minded, -mouthed, -nosed, #red, -sceptered, -veined, -woven  
bloom-colored  
**blossom-billed**, -bordered, -crested, -faced, -headed, -laden, -nosed, #red, time  
**blowback**, ball, cock, -down (n.), fish, fly, gun, -hard (n.), hole, line, -off (n.), -out (n.), -out-proof, pipe, point, proof, spray, -through (n.), torch, tube, -up (n.)

**blue-annealed**, -aproned, -backed, -banded, beard (n.), -bellied, bill (bird), -blooded, -bloused, -breasted, book (n.), breast (bird), -checked, -cheeked, coat (n.), -eye (bird), -eyed, fin, fish, fly, gill, #hot, -pencil (v.), stone, throat (bird), tongue (n.), wing (bird)  
**bluff-bowed**, -headed  
**blunderbuss**, head  
**boarskin**, spear, staff  
boardman  
boarding #house  
**boatbill** (bird), builder, building, hook, head, house, keeper, lip, load, man, master, #owner, setter, shop, side, swain, tail, woman, wright  
bobbinkwork  
**bobcat**, -cherry, fly, sled, sleigh, stay, tail, weight, white  
**body** #bending, #builder, -centered, guard, #maker, #making, -mind, plate  
**bogberry**, -bred, -eyed, hole, #iron, land, man, trot, way, wood  
bogyman (a goblin)  
bogieman (mechanical)  
**boilerhouse**, maker, making, man, -off (n.), -out (n.), plate, smith, #works  
boiling #house  
**bold-faced**, -hearted, -spirited  
**boll** #weevil, worm  
bolsterwork  
**bolt** #cutter, #end, #head, #hole, #maker, -shaped, smith, strake, work  
**bombproof**, shell  
**bondfolk**, holder, maid, man, slave, stone, woman  
**bondsman**, woman  
**bone-ace**, ache, #breaker, -bred, dog, #dry, #eater, fish, #hard, head, #lace, meal, set, #shaker, #tired, #white, wood, work  
bonnyclabber  
**bookbinder**, binding, board, case, craft, #dealer, -fed, fold, keeper, keeping, -learned, -lined, lore, louse, lover, maker, making, man, mark, mate, monger, plate, #rack, room, #rest, #seller, shelf, #shop, stack, stall, stand, #store, -taught, ward, -wise, #work, worm, wright  
**boomboat**, brace, -ended  
**bootblack**, boy, holder, hose, jack, lace, last, leg, lick, maker, making, #top, #tree  
borderland  
**boroughmaster**, monger  
**bosom** #deep, -felt, -folded, -stricken  
bother-headed  
**both-handed**, -sided  
**bottle-bellied**, bird, -fed, #holder, -nosed, -shaped, tight  
boughpot  
boulderhead  
bounty-fed  
**bow** #arm, back, -bent, fin, grace, head, knot, leg, line, #maker, #making, man, -necked, -shaped, shot, spirit, stave, string, woman, wood, -wow  
**bowerbird**, maiden, woman  
**bowl** #maker, -shaped  
**boxboard**, car, fish, haul, #head, keeper, #kite, #maker, #making, man, wood  
**boxer-off**, -up  
boy #king  
**brainache**, -bigot, -born, -bred, cap, -cracked, craft, -crazed, -crumpled, fag, #fever, -fevered, pan, sick, spun, stone, storm, -strong, -tired, wood  
**brake** #drum, hand, head, #lining, load, #maker, #making, man, #shoe  
brand #new  
**brandyball**, -burnt, -faced, man  
brantail  
**brass-armed**, #bold, -bound, -browed, -cheeked, -colored, -eyed, #renting, -smith, -visaged  
**brave-hearted**, -horsed, #looking, -minded, -spirited  
**brazen-browed**, -colored, face, faced, -imaged, wood  
**bread** #box, #crumb, earner, -faced, fruit, -liner, #maker, #making, man, meal, nut, root, #seller, stuff, winner, winning  
**break-away** (n.), ax, -back (n.), -circuit (n.), -down (n.), fast, -in (n.), iron, neck, -off (n.), -over (n.), stone, -through (n.), water  
**breaker-down**, man, -off (n.), -up (n.)  
**breast** #band, beam, bone, #deep, -fed, #height, #high, hook, #mark, piece, pin, plate, plane, rail, rope, weed, wood, work



**breath-blown**, #seller, -tainted  
 bredstitch  
**breech**block, cloth, clout, loader  
 breedbate  
**breeze**-borne, -fanned, -lifted, -shaken, -swept, way  
 brewhouse, master  
**bribe**-free, #giver, monger, #taker, worthy  
 bric-a-brac  
**brick**-barred, bat, -bound, -built, -colored, field, -fronted, -hemmed, kiln, layer, laying, #liner, maker, making, mason, -nogged, -paved, #setter, #timber, -walled, wise, work, yard  
**bride**-ale, bed, bowl, cake, chamber, cup, #god, groom, knot, lace, maiden, stake  
 bridesmaid, man  
**bridge**board, #builder, head, keeper, #maker, man, master, pot, tree, ward, way, #work, work (dental)  
**bridle**man, -wise  
**brief** #case, man  
**brriero**ot, man  
**bright**-bloomed, -checked, -colored, -died, -eyed, -faced, -featured, -haired, -headed, -hued, -leaved, -minded, -robed, -spotted, -striped, -studded, -tinted, -witted, #work  
 brilliant-cut  
 brimstone  
**brine**-bound, #cooler, #house, man, -soaked  
 bringer-up (n.)  
 bringing-up (n.)  
**bristle**bird, cone, -faced, -painted, -stalked, tail, -thighed, -toothed  
 bristolboard  
**broada**cre, ax, -backed, -based, -beamed, bill (bird), -billed, -bodied, -boughed, -breasted, brim, cast, -cheated, cloth, -crested, -fronted, -handled, head, -hearted, -hoofed, -horned, leaf, leafed, leaved, -limbed, -lipped, loom, -margined, -minded, -mouthed, -ribbed, share (n., v.), sheet (n.), side, -shouldered, -striped, sword, tail (n.), -thighed, -toed, -wheeled, -winged  
**broken**-arched, -backed, -bellied, #down, -ended, -footed, -fortuned, -handed, -headed, hearted, -hipped, -hoofed, -legged, -minded, -mouthed, -nosed, -paced, -shanked, -spirited, -winded, -winged  
**bromob**enzine, iodism  
**bronze**-bound, -clad, -covered, -foreheaded, -haired, -shod, smith, wing (bird)  
**broom**corn, -leaved, maker, making, shank, staff, stick, straw, tail, wood  
**brother**hood, -in-law  
**brow**beat, beaten, beater, beating, piece, point, post  
**brown**-armed, -complexioned, -eyed, -faced, -leaved, -roofed, -sailed, -skinned, -spotted, stone, -tailed, ware, -washed  
**brush**ball, land, #maker, #making, man, tail, -tongued, -treat (v.), wood, #work  
 brusher-up  
**brush**berry, board, brush, eye (tree), -eyed, horn, #hound, jump, plate, pot, saw, shot, skin, stall, stay, stove, tail, tooth, wagon, wash, wheat  
**bucket**-eyed, #maker, man, -shaped  
**bucket**-headed, -shaped  
**bud**time, moth, wood, worm  
**buff**-backed, -breasted, -colored, -tapped, -washed, ware  
 buffalo**back**  
**buff**head, horn  
**bug**bane, -a-boo, bear, -eyed, fish, house  
 buhrstone  
 build-up (n.)  
**bulb** #angle, -tee  
**bulk**head, -pile (v.)  
**bull**back, #baiting, beggar, berry, boat, -browed, cart, comber, dog, dose, -faced, feast, fight, fighter, fighting, finch, fly, foot, frog, -fronted, #god, head, hide, man, -mouthed, -necked, nose, nosed, nut, #pen, pout, -run (n.), skin, -voiced, whack, whacker  
**bullet**-headed, proof  
**bull**'s-eye  
**bumble**bee, foot, kite, puppy  
**bum**boat, clock  
 bunch-backed  
**bun**hole, #maker  
 bunkhouse  
 bunny**mouth**  
**bunt**line, whip

burghmaster  
 burner-off (n.)  
 burn-over (n.)  
**bur**knut, stone  
**bush**beater, buck, #fighter, -grown, -haired, hammer, -headed, land, man, master, ranger, rope, -skirted, -tailed, whack, whacked, whacker, whacking, wife, woman, wood  
**bush**elman, woman  
**bushy**-bearded, -browed, -eared, -haired, -headed, -legged, -tailed, -whiskered, -wigged  
**business**man, woman  
**busy**body, -brained, -fingered, -headed, -idle  
 butcherbird  
**but**hern, #joint, -jointed, #saw, stock, #strap, -weld (v.), -welded, woman  
**butter**back, ball, bird, #box, -colored, cup, fat, fingered, fingers, fish, fly, #maker, milk, monger, mouth, mouthed, nut, -rigged, -rose, scotch, #smooth, -toothed, woman, #worker  
 butterflyfingered  
**button**ball, bur, -eared, head, headed, hold, holder, hole, holed, holer, holing, hook, -shaped, wood  
 buzzwig  
 buzzerphone  
**by**alley, altar, bidder, bidding, blow, channel, child, cock, corner, day, dweller, effect, election, end, fellow, form, gold, gone, hand, issue, job, lane, law, lead, line, matter, name, office, pass, passage, past, path, place, play, plot, product, reaction, result, road, room, route, speech, spell, stake, stander, street, talk, term, thing, tone, track, trail, twining, view, walk, walker, wash, water, way, wipe, wood, word, work  
 bye-bye

## C

**cab**man, stand, urn  
**cabb**age #fly, #head, wood, worm  
**cabin**house, mate  
**cabinet**maker, making, #work  
**cable** #holder, #length, man, #ship, way  
**caddis**fly, worm  
**cake** #box, #maker, pan, walk  
**cal**f-bound, skin  
 calicoback  
 calk-weld (v.)  
**call**boy, -down, -off  
 calm-eyed  
 camber-keeled  
**camel**-backed, -faced, -haired, #keeper, man, -shaped  
 cameraman  
**camp**craft, fire, #follower, ground, master, #stool, ward  
 camshaft  
**can**al #boat, man, side  
**can** #maker, not  
**candle**ball, beam, bomb, #box, branch, case, fish, fly, #holder, -hour, light, lighter, lighting, maker, making, meter, pin, power, rent, -shaped, shirt, #stand, stick, #waster, #wasting, wick, wood, wright  
**candy** #maker, stick  
**cane**-backed, -bottomed, brake, field, work  
**canker**-bitten, -eaten, -hearted, -mouthed, #sore, -toothed  
**cannon**ball (bird), #ball (ordnance), proof  
**canoe**load, man, wood  
 cantboard  
**can**vasback, -climber, -covered, #maker, #making, man  
**cap**-flash (v.), #maker, #making, sheaf, shore, stone  
**car**-bone, #builder, fare, fox, goose, load, lock, lot, -mile  
**card**board, #case, #catalog, -devoted, #holder, #maker, #player, room, sharp, #stock  
 cardinalfish  
**care**cloth, -crazed, -crossed, -fraught, free, -laden, -lined, -scorched, taker, taking, -tired, -tuned, worn, -wounded  
 carnal-minded  
**carpet**bag, bagger, bagging, -covered, #maker, #making, #layer, #smooth, snake, way, web, #work, -woven  
**carriage**maker, smith, way  
**carry**-all, -over

cartload, man, way, wright  
 cartridge #maker  
 carved-built, -planked  
 casebay, bearer, -harden, #keeper, #maker, mate, mated, #work, worm  
 caser-in  
 cashbook, #box, boy, girl, #keeper  
 cask-shaped  
 cast-away, -back, -by, #house, -off, -ridden, -weld  
 caster-off  
 castle #builder, -built, -buttressed, -crowned, #guard  
 catbeam, bird, boat, -built, call, -eyed, -faced, fall, fish, -footed, gut, -hammered, harping, head, #hole, hook, lap, like, -o'-nine-tails, piece, pipe, skin, step, stick, stitch, stone, walk, -witted  
 catch-all, -as-catch-can, cry, land, penny, plate, pole, water, weight, word  
 cater-cornered, waul  
 cat's-eye, -paw  
 cattlemaster, -specked, yak  
 cauliflower-eared  
 causeway, wayed, waying  
 cavalryman  
 cavekeeper, -lodged, -in  
 cedar-colored, ware  
 cell-shaped  
 cellarman, woman  
 cement-coated, -covered, -faced, -lined, #maker, #making, -temper (v.)  
 centerboard, #fire, piece, -second  
 cesspipe, pit, pool  
 chain #bag, -driven, -drooped, #maker, #making, man, -shaped, smith, -spotted, -swung, #work  
 chairfast, #maker, #making, man, #mender, -shaped, warmer, woman  
 chalk #cutter, -eyed, plate, stone, #white, #worker  
 chamberdeacon, maid, woman  
 change-over  
 chapbook, fallen  
 chaplainmaster  
 charcoal, coaled, coaling, lady, pit, woman, work  
 charge #house, man, -off  
 chariot-shaped, man, way  
 charterhouse, master  
 chathouse, room  
 chatterbag, box  
 chatwood  
 chawbacon  
 cheap-John, -Jack  
 checkbird, hook, man, mate, -off, rack, rein, roll, room, rope, row, rowed, rower, stone, strap, string, #weigher, #weighman, #work  
 checkerboard, breast, -brick (v.), -up, wise, work  
 checkbone, piece  
 cheese #board, #box, #cake, cloth, curd, #cutter, -head, -headed, lip, monger, #parer, wood  
 cheer #leader  
 cherry-checked, -colored, -flavored, -lipped, bird, blossom (tint), #blossom (flower)  
 chessboard, man, tree  
 chestnut-backed, -bellied, -collared, -colored, -crested, -crowned, -sided, -winged  
 chicken-billed, -brained, -breasted, #coop, -hearted, -pox, -spirited, -toed, yard  
 chickstone, weed  
 chief #justice, -justiceship  
 childbearing, bed, -bereft, birth, #crowing, -fashion, #god, -hearted, kind, -minded, -ridden, #wife  
 chill-cast, #room  
 chimesmaster  
 chin-bearded, -chin, #deep, #high, piece, -wag  
 Chinaman, woman  
 chink-backed  
 chipper-up  
 chipwood  
 chisel-cut, -edged, #maker, -mouthed, -pointed, -shaped  
 chit-chat  
 chitter-chatter  
 chlorometer  
 chock-a-block, #full  
 chocolate-coated, #maker  
 choirboy, man, master, -wise  
 chokebore, bored, boring, damp, strap  
 chokerman  
 chop-chop, -fallen, #house, stick, #suey  
 chow-chow, #mein  
 chrisomloosing

Christ-borne, -given, -inspired, -taught  
 chub-faced  
 chuck-a-luck, hole, plate, -will's-widow  
 chucklehead, headed  
 chunkhead  
 church-ale, craft, goer, like, man, manlike, master, ward, way, woman, yard  
 churn-buttid, milk, staff  
 churrow  
 cider-and, #cup  
 cigar-shaped  
 cis-Atlantic, oceanic  
 city-born, -bound, -bred, -commonwealth, folk, scope, -State, -wide  
 clackdish  
 clam-bake, cracker (fish), shell, worm  
 clanfellow  
 clansman  
 claspboard, boarded, boarding, match, net, trap  
 clapperclaw  
 claspknife  
 classbook, fellow, man, mate, room, #work  
 clawbar, -footed, hammer, hatchet, -tailed  
 clay #bank, -built, -colored, -faced, man, pit  
 clean-armed, -boled, -bred, -cut, -faced, -fingered, -handed, -hearted, -limbed, -lived, -minded, -out, -shaped, -shaven, -up, -washed  
 cleaner-off, -out, -up  
 clear-complexioned, -cut, -eyed, -faced, -headed, -hearted, -minded, -sighted, -skinned, starch, -throated, -tinted, -toned, -up (n.), -voiced, wing, -witted  
 cleft-footed, graft, grafted, grafting  
 clergyman, woman  
 clerk-ale, like  
 click-clack  
 cliff-bound, -chafed, -girdled, -marked, side, -worn  
 cliffsman  
 clinch-built, #work  
 clingfish, stone  
 clink-clank, stone  
 clinker-built  
 clip-edged, fish, -marked, #sheet, -winged  
 clipper-built, man  
 clockbird, #case, #face, -fashion, keeper, maker, making, -minded, mutch, room, smith, wise, work  
 clod #breaker, head, hopper, hopping, pate, pated, -tongued  
 clog #maker, #making  
 close-annealed, -banded, -bitten, -bodied, -bred, -buttoned, -clipped, -connected, -coupled, -eared, -fertilize (v.), -fibered, -fisted, -grained, -handed, -hauled, -hearted, -herd, -herded, -mouthed, -out, -packed, -reefed, -rounded, stool, -up, -tongued, wing  
 clothes #bag, #basket, #brush, horse, line, man, monger, pin, press, rack, yard  
 cloth-backed, -bound, -faced, -inserted, -lined, #maker, #making, #worker  
 cloud-barred, -born, -built, burst, cap, capped, -compacted, -covered, -crammed, -crossed, -curtained, -drowned, -eclipsed, -enveloped, -flicked, -girt, -headed, -hidden, -laden, land, #ring, -rocked, -shaped, -topped, -woven, -wrapped  
 cloven-footed, -hoofed  
 cloversick, sickness  
 club-armed, -ended, fellow, -fisted, foot, footed, hand, handed, haul, hauled, house, link, man, -ridden, room, -shaped, start, woman  
 clumsy-fisted  
 clutchman  
 coach-and-four, builder, building, fellow, maker, making, man, master, smith, #sway, whip, woman, wood, #work, wright  
 coal #bag, #bagger, #bin, #black, #box, #dark, #dealer, -eyed, -faced, -fired, fish, #goose, hole, -laden, monger, mouse, pit, #rake, sack (astron.), #shed, -whipper, yard  
 coarse-featured, -fibered, -grained, -haired, -handed, -lipped, -minded, -skinned, -spun, -tongued, -toothed, -wrought  
 coastland, #line, man, side, waiter, ward, wise, -wrought  
 coat #rack, room, tail  
 cobblefish, man, stone  
 cobbler's-awl (bird)  
 cobhead, loaf, nut, web, webbed, webbing, webby, #work



cobra-headed  
cobridgehead  
**cockbill**, billed, billing, boat, brain, crow (time), eye, eyed, feathered, #flight, head, horse, light, #loft, master, #match, pit, roach, sparrow, sponsorship, spur, stride, sure, sureness, tail (drink), -tailed, #throwing  
**cockleboat**, -bread, bur, shell, wife  
**cockscomb**, combed  
**codbank**, fish, fishery, fishing, head (turtle), -headed, man, pitchings, smack, worm  
cod's-head  
**coffee** #cake, -colored, cup, -faced, #grower, #growing, #house, #making, pot, #room, time  
**cofferdam**, #work  
**coffin**-fashioned, -headed, #maker, #making, -shaped  
**cogwheel**, wood  
coilsmut  
**coin** #bag, #holder, #maker, #making, -operated  
**cold-blooded**, -draw (v.), -drawing (v.), -drawn, -faced, finch, -flow (v.), -forge (v.), frame, -hammer (v.), -hammered, -hearted, -natured, -nipped, -press (v.), proof, -roll (v.), -rolled, -short, -shortness, -spirited  
**colseed**, slaw  
**collar** #band, bird, bone, #maker, #making, man  
college-bred  
**color** #bearer, -blind, -blindness, fast, -free, #maker, #making, man, type (n.), -washed  
**comb-back**, -broach, #brush, fish, -shaped, -toothed  
**come-alone**, -at-able, -back, -between, -down, -hither, -off, -on, -out  
**comedy**-ballet, -featured  
commander #in #chief  
**commonplace**, weal, wealth  
**companionship**, way  
compass-headed  
**cone-billed**, -headed, #maker, #making, -in-cone, nose, pate, -shaped  
Congressman, woman  
**contra**-acting, band, -indicate, pose  
**cookbook**, #house, maid, #room, #shack, #shop, #stove  
**cool-headed**, #house  
coonskin  
co-op (n.)  
**cooped-in** (n.), -up (n.)  
copemate, stone  
**copper**-alloyed, -bellied, -bottomed, -coated, -colored, -faced, -fastened, head (snake), -headed, -nosed, plate, plated, proof, sidesman, smith, ware, wing, #works, worm  
coppie-crowned  
copsewood  
**copybook**, cat, #editor, #holder, #holding, man, #reader, right, rightable, righter  
**coral**-beaded, -bound, -girl, #rag, #red, -rooted  
**cord** #maker, wood  
**cork**-barked, board, -heeled, -lined, #maker, #making, screw, screwed, wing, wood  
**corn** #bin, bird, bole, bottle, brash, #cake, cob, -colored, cracker, crib, #crusher, dodger, #eater, -fed, field, fly, #grower, #house, #husk, #husker, land, #loft, master, #meal, monger, pipe, #pit (market), #rick, stalk, starch, stock, stone, worm  
**corner**-bind (v.), cap, piece, stone, wise  
costal-nerved  
costermonger  
**cotter** #pin, way  
**cotton**-backed, -clad, -covered, field, mouth, seed, -sick, tail, wood, worm  
**councilman**, woman  
countwheel  
**counterbalance**, check, #check (banking), clockwise, #jumper, man, -off (n.)  
countinghouse  
**country**-born, -bred, -fashion, folk, man, #people, seat, side, #style, ward, -wide, woman  
coupstick  
**court**-baron, -bred, craft, house, like, man, #martial (n.), -martialed, plaster, room, ship, yard  
**cousin**-german, hood, -in-law  
coveralls, chief, let, lid, side  
**cowbell**, bird, boy, catcher, -eyed, fish, #gate, girl, -headed, -hearted, heel, herd, hide, hitch, -hocked, horse, #keeper, leech, leeching, man, -nosed, path, #pilot, pony, pox, puncher, #shed, skin, -slipped, sucker, tail (wool), yard

coxcorn, swain  
**crab** #catcher, #eater, -faced, #hole, man, mill, stick, stone, wise, wood, -yaws  
**crab's-claw**, -eye  
**crackajack**, -brained, jaw, pot, -up, -the-whip  
cracker-off  
crackleware  
cracksman  
**cradleboard**, child, fellow, land, like, #maker, #making, man, mate, -shaped, side, #song  
craftsman, master, woman  
cragman  
**craneman**, way  
**crankbird**, case, -driven, man, pin, pit, shaft  
**crapefish**, hanger  
**craw-craw**, fish, thumper  
**crawl-a-bottom**, -up (n.)  
**crazy**-cat, -headed, pate  
**cream** #cake, -colored, -faced, -flowered, #maker, #making, omelet, -slice, #ware  
creedsman  
**creekbank**, fish, side  
**creephole**, mouse  
**crest**-fallen, line  
crewmán  
crewelwork  
**crib**-bite, -biter, #work  
crimpy-haired  
**crimson**-banded, -barred, -billed, -colored, -lined, -petaled  
crinkly-haired  
**crisscross**, crossed  
crockeryware  
**crookback**, backed, -billed, -fingered, -headed, -kneed, -legged, -necked, -nosed, -shouldered, -sided, -sterned, -toothed  
**crooked**-backed, -billed, -branched, -clawed, -eyed, -legged, -limbed, -lined, -lipped, -nosed, -pated, -shouldered, -stemmed, -toothed, -winged  
**crop**-bound, -ear, -eared, -haired, head (n.), -headed, land, man, -nosed, -shaped, sick, -tailed  
cropplecrown  
**cross**-appeal, #arm, -armed, #band, -banded, #banding, #bar, -barred, #beak, #beam, #bearer, -bedded, #bedding, #belt, #bench, -bias, -biased, bill (bird), -bill (legal), -bind, #bolt, -bolted, -bond, bones, bow, bowman, -bred, -breed, #bridge, -brush (v.), -carve (v.), #channel, -check (v.), #church, -claim, -compound, -connect, #country, -cultivate, -cultivation, -current, #curve, cut, cutter, cutting, -dye, -dyeing, -drain (v.), -elbowed, -examination, -examine, -examiner, #eye, -eyed, #fall, -feed (v.), -fertile, -fertilization, -fertilize, #fiber, -file, -fingered, -fire, fish, -fissured, #flow, #flower, -folded, -foot (v.), -footed, -gagged, #garnet, -gartered, #gartering, -grained, -hackle, #hand, -handed, -handed, -hatch (v.), #hatcher, #hatching, #haul, #hauling, #head, -headed, -index, -invite, -interrogate, -interrogatory, -joined, -laced, -laminated, -latticed, -leaded, -legged, #legs, -level (v.), -license, -lift, #light, -lighted, #line, #lock, #mark, -marked, -mate (v.), -over, patch, #path, #pawl, piece, -piled, -plover (v.), -pollenize, -pollinate, -pollination, -purpose, -question, #rail, -refer, -reference, -referring, #road, roads (pale), #row, #rule, #section, #shaft, -shaped, #spale, #spall, #staff, #star, -sterility, -stitch (v.), #stone, #stratification, -striated, -striped, -sue (v.), #surge (n.), -surge (v.), #tie, -tied, -tine (v.), -tined, #toes, -toed, -town, #track, #tree, #vaulting, -veined, -vote, -voting, #walk, way, #web, wise, #word, -wrapped  
**crow** #bait, bar, #bill, #flight, foot, footed, #hop, #keeper, #quill, #step, -stepped, stone, -tread  
**crow's-bill**, -foot, -nest  
**crownbar**, #maker, #making, #piece, #plate, #post, #sheet, #work  
crucethouse  
**crust**-hunt, -hunted, -hunter, -hunting  
crutch-cross  
crybaby  
**crystal** #clear, -girded, -leaved, #smooth, -winged  
C-sharp, -star  
C-tube  
**cub**-drawn, master  
**cubbyhole**, #house, #yew  
**cuckstool**, fly  
cuddyhole

cudgelpay  
cueman  
cullboard  
culverhouse, tail, tailed  
cumberworld  
cuminseed  
**cup** #bearer, board, cake, ful, #head, -headed, #holder, man, #mark, #marker, stone  
**curb** #sending, #signaling, stone, stoner  
**cure**-all, master  
curlpaper  
**curly**-coated, -haired, head, headed, -locked, -locks (n.), pate, pated, -polled, -toed  
currentwise  
**curry**comb, #favor  
curse #word  
curve-billed  
**curved**-printed, -horned, -veined  
**cushion**-footed, -shaped  
cuss #word  
**custom**-built, -cut, house, -made, -tailored  
cutaway, -back, #hole, -in, lips, -off, -out, -over, throat, -toothed, -under, -up, water, #work, worm  
**cutter**-built, -rigged, -down, #head, man, -off, -out, -up  
**cuttlebone**, fish  
**cycle** #car, smith

## D

**dainty**-eared, -fingered, -limbed, -mouthed, -nosed, -tongued, -toothed  
**dairy**-fed, -made, maid, man, woman  
**daisy**-blossomed, #bush  
dale-backed  
dam #site  
**damp**-stained, worm  
damping-off  
**danger** #fearing, -free, -fraught, #loving  
**dare**-all, -base, -devil, -deviltry  
**dark**-bearded, -bosomed, -boughed, -breasted, -browed, -closed, -colored, -complexioned, -eyed, -featured, -fringed, -grown, -haired, -hearted, -hued, -hulled, -leaved, -minded, -prisoned, room, #skin, -skinned, -stemmed, -suited, -veiled, -veined, -visaged  
**dashboard**, #maker, #plate, #pot, #wheel  
daughter-in-law  
**day** #beam, #blush, book, break, #bright, #clear, #coal, #dawn, dream, dreamer, #drudge, -eyed, fly, #going, -hired, light, lighted, lit, -lived, #long, man, mare, #pup, #room, #spring, #star, -struck, time, times, -weared, #work, #worker  
**dead** #afraid, -alive, -alivism, #arm, #beat (n.), -blanched, -born, #bright, #burn, #cold, #color, -colored, #dip, -dipped, #drunk, -drunkenness, #end, -eyed, fall, -frozen, -grown, head, headed, -hearted, #heat, -heated, -heater, #heavy, #house, latch, light, -live, lock, man, melt, #roast, -roasted, #set, #sick, #smooth, -struck, wood  
**deaf**-dumb, -dumbness, -eared, -mute, -muteness, -mutism  
dealfish  
**dearborn**, -bought, worth  
**death** #bearing, bed, -begirt, #black, blow, #cold, day, #deaf, -deafened, #deep, -devoted, -dewed, -divided, #doom, #due, like, -marked, -polluted, -practiced, #root, -shadowed, -sheeted, #shot, -struck, #trap, watch, -weary, weed, -winged, worthy, -wounded  
death's-head  
deckle-edged  
**deck** #house, load, #swabber  
decoyman  
deed #box  
**deep**-affected, -affrighted, #asleep, -bellied, #biting, -bodied, -bosomed, -brained, -breasted, -browed, -buried, -chested, -colored, #contemplative, -crimsoned, -cut, -damasked, -domed, -drawn, -drenched, -drunk, -dyled, -embattled, -engraven, -eyed, -faced, -felt, -fetched, -fixed, #going, -grounded, -grown, -laden, -laid, -lunged, -mouthed, -naked, -piled, -pitched, -plowed, -pointed, -premeditated, -read, -rooted, -seated, -set, -settled, -sided, -sighted, -skirted, #sore, -stapled, -sunk, -sunken, -tangled, -thoughted, -throated, -toned, -transported, -troubled, -uddered, -vaulted, -versed, -voiced, -waisted, #water, -worn, -wounded

**deerberry**, #dog, #drive, -eyed, #hair, herd, #horn, #hound, #meat, #neck, skin, #stalker, #stalking, #stealer, tongue, weed, wood, yard  
deft-fingered  
delicate-handed  
derrickman  
dessertspoonful  
**devil**-born, bird, -devil, -diver, -dodger, fish, -giant, -haired, -inspired, #porter, -ridden  
**dew**beam, berry, -bedabbled, -bediamonded, -bent, -bespangled, -bespattered, -besprinkled, #bright, -clad, #claw, #cold, #cup, -dabbled, #damp, -drenched, -dipped, drop, dropper, #drunk, fall, -fed, flower, -gemmed, -laden, lap, lapped, #light, -lipped, -lit, -pearled, #rot, -rotted, -spent, -sprinkled  
**dewy** #bright, #dark, -eyed, -feathered, #fresh, -pinioned  
**diamond**back, backed, -headed, -paved, -pointed, -shaped, -tiled, -tipped  
**dice** #box, #board, #cup, man  
**die**-cast, -cut, -hard, #maker, #making, #sinker, #sinking, #square, #stock, -sunk  
dilly-dally  
**dim**-browned, -colored, -discovered, -eyed, -felt, -lettered, -lighted, -lit, -remembered, -seen, -sensed, -sheeted, -sighted, -visioned  
diner-out  
**dingleberry**, bird, -dangle  
dinnertime, ware  
**dip**-dye (v.), -grained, #head, #heading, #ware  
dipper-in  
**direct** #acting, -connected, -coupled, -driven, -geared, -indirect  
**dirt**-besmired, bird, board, -born, #cheap, fast, -grimed, -incrusted, #line, plate, -soaked  
**dirty**-colored, -faced, -handed, -minded, -shirted, -souled  
disease-resistant  
**dish**board, cloth, clout, -crowned, -faced, -headed, #maker, #making, monger, pan, washer, washing, water, wiper, wiping  
**disk** #bearing, -shaped  
**ditch**bank, bur, -delivered, #digger, -drawn, side, #water  
**do**-all, -nought, -nothing  
**dock** #head, #house, #land, man, master, side, yard  
doebird, skin  
**dog** #bite, -bitten, boat, bolt, bush, cart, #catcher, #cheap, -draw, -drawn, -driven, #ear, -eared, -eyed, -faced, fall, -fashion, #fight, fish, #foot, -footed, -gnawn, gone, -headed, #hole, #house, #hungry, #lame, #lean, -legged, #mad, #poor, #shore, #sick, skin, #sleep, stone, #tail, #tired, #tooth, -toothed, trick, trot, vane, watch, #weary, wood  
**doll** #beer, -faced, fish, #house, #maker, #making, #post  
**dolly** #head, man, #mop, way  
dollarfish  
**donkey**back, -drawn, -eared, man  
doombob  
doomsday  
**doorbell**, #brand, case, #check, frame, head, jamb, keeper, keeping, knob, maid, #maker, #making, man, #mat, nail, #plate, post, #roller, -shaped, sill, step, #stone, #stop, way, yard  
dopebook  
**double**-armed, -geared, -banked, -barred, #barrel, -barreled, -battalioned, -bedded, -benched, #bitt, -bitted, -bladed, -blossomed, -bodied, -bottomed, -breasted, -brooded, -buttoned, -charge (v.), -charged, #claw, #concave, #convex, -cross (v.), -crossover (n.), -cupped, -dealer, -decked, -decker, -disk (v.), -distilled, -ditched, -doored, -dye (v.), -edged, -eyed, -ended, -ender, -engined, -faced, -facedness, -footed, -framed, -fronted, #gear, #guilt, -handed, -headed, -header, -hearted, -ironed, -jointed, -keeled, -leaded, #leaf, #line, -lined, -livedness, -loaded, -loathed, -manned, -minded, -natured, -pedal (v.), -pointed, -ported, -quick, #reef, -ripper, -rivet (v.), #scull, -sided, -sighted, -stitched, #stop, -struck, -sunk, -sworded, #thong, #thread, -threaded, #tongue, -tongued, #tooth, #track, tree, -trenched, #trouble, -twisted, -windowed, #work, -worked  
**doubt**-beset, monger, -ridden, -sprung, -troubled



**doughboy**, -colored, face, faced, faceism, head, #maker, #making, man, nut  
**dove-colored**, #cat, -eyed, #house, like, tail, tailed, tailed, tailing, wood  
**down-bound**, #bow, #by, cast, castly, castness, #charge, coast, come, comer, coming, -covered, -crier, cry, -curved, #cut, dale, #drag, #face, fall, fallen, #feed, flow, grade, #hanging, haul, -headed, hearted, hill, #lead, #lie, #lier, #line, #look, #looker, most, -rate (v.), right, #river, rush, rushing, #set, #shoot, #side, #sinking, #sitting, #sliding, #slip, #slope, #soft, spout, stairs, -State, stream, street, #stroke, swing, #talk, take, throw, thrown, thrust, town, trampling, treading, trend, trodden, turn, #valley, ward, way, weigh, weighing, weight, weighted, #wind  
**draftsman**  
**drag** #bar, #bolt, #bound, line, man, net, #rope, saw, #staff  
**dragger-down**, -out, -up  
**dragon-eyed**, -faced, fish, fly, kind, -mouthed, -ridden, -winged  
**drainman**, #pipe, #tile  
**drainageway**  
**drum** #seller, #shop  
**draw** #arch, #arm, -back, bar, beam, bench, board, bolt, bore, bored, boy, bridge, cut, -down, -file (v.), -filed, #filling, gate, gear, glove, head, horse, knife, knot, latch, link, loom, net, -off, -out, plate, point, rod, shave, sheet, span, spring, stop, string, tongs, tube, -water, #well  
**drawer-down**, -in, -off, -out  
**dray** #horse, man  
**dreannaught**, nought (warship)  
**dream-blinded**, -born, -built, -created, -footed, -found, -haunted, #haunting, land, let, lore, -perturbed, #world  
**dreamy-eyed**  
**dressmaker**, makership, making  
**driftbolt**, piece, pin, way, weed, wind, wood  
**drillman**, master, #stock  
**drip-drip**, stick, stone  
**drive-away**, bolt, boat, cap, head, pipe, screw, way  
**droop-eared**, -headed, -nosed  
**drop-away**, -forge (v.), -forged, -forger, head, #kick, -kicker, -leg, light, man, -out, worm  
**dropper-on**  
**drought-parched**, #resisting, -resistant, -stricken  
**drug-addicted**, -damned, man, #shop, #store  
**drumbeat**, fire, fish, head, stick, wood, -wound  
**dry** #beard, -boned, -bones (n.), -burnt, -clean (v.), -cleaned, -cleanse (v.), -cleansed, -cure (v.), -cured, dock, docked, -dye (v.), -dyled, -eyed, -farm (v.), -fine (v.), -footed, -fruited, goodsman, -grind (v.), -ground, -handed, #house, -leaved, -lipped, -mouthed, -nursed, -paved, -pick (v.), -roasted, #rot, -rotted, -salted, -scrubbed, -shod, -skinned, -tongued  
**D-sharp**  
**dub-a-dub**  
**duck-billed**, blind, board, boat, -footed, -hearted, #house, #hunting, -legged, pin, pond, stone, -toed, wife  
**dugout**, way  
**dull-brained**, -browed, -colored, -eared, -edged, -eyed, head, headed, -hearted, #looking, pated, -pointed, -scented, -sighted, -spirited, -surfaced, -toned, -voiced, -witted  
**dumbbell**, belled, beller, head, -waiter  
**dum dum**  
**dumpcart**  
**dunderhead**, headed  
**dun-belted**, bird, -colored, #drab, fish, #yellowish  
**dungbeck**, bird, hill, hilly, yard  
**dusky-browed**, -colored, -faced, -mantled, -raftered, -sanded  
**dust-begrimed**, #bin, #box, #brush, #counter, #cloth, -colored, -covered, #dry, fall, #gray, -laden, man, pan, #plate, -polluted, proof, -soiled, tight, woman  
**dusterman**, -off (n.)  
**duty-free**  
**dye** #house, #maker, #making, stone, stuff, way, wood  
**dynamo** #brush, -electric, phone

## E

**eager-eyed**, -hearted, #looking, -minded, #seeming  
**eagle-billed**, #eye, -eyed, -flighted, -headed, -pinioned, -sighted, stone, -winged  
**earache**, bob, cap, cockle, drop, drum, hole, lap, -leaved, lock, mark, marked, marking, -minded, phone, pick, piece, plug, reach, ring, ringed, screw, shot, tab, tag, wax, wig, wigged, wiggling, wiggy, witness, worm  
**earthbank**, board, -born, -bound, -bred, drake, fall, fast, -fed, gall, #god, #goddess, kin, light, lit, #maker, #making, nut, quake, shine, shock, slide, #sounds, -sprung, star, -stained, -strewn, #wall, -wide, work, worm  
**earthen-hearted**, ware  
**earthly-minded**, -wise  
**Easter tide**  
**east-bound**, -northeast, -southeast  
**easygoing**, -hearted, -mannered, -minded, #rising, -spoken  
**eave(s)** drip, drop, dropped, dropper, dropping  
**edge** #maker, #making, man, shot, stone, ways, wise  
**eel-backed**, boat, bob, bobber, buck, #cake, #catcher, fare, grass, pot, pout, #shop, skin, spear, worm  
**eggberry**, -bound, fruit, nog, plant, -shaped, shell  
**eight-angled**, -armed, -celled, -cylinder, fold, -oared, -ply, score, -square, -wheeler  
**elastic-sided**  
**elbowboard**, bush, #chair, piece, room  
**elderberry**, -born, -brotherhood, -brotherly, #bush, -leaved, -sisterly, wood  
**elfhood**, land, lock, -stricken, -struck, -taken, wife  
**elfenfolk**  
**clk** #hound, wood  
**elliptic** #coordinate, -lanceolate  
**elsehow**, ward, ways, what, when, where, whither  
**embryologic**, plastic  
**empty-armed**, -barreled, -bellied, -fisted, -handed, -headed, -hearted, #looking, -minded, -mouthed, -noddled, -paneled, -pated, -skulled, -stomached, -vaulted  
**enamelware**  
**end-all** (n.), board, brain, gate, #grain, long, -match (v.), #matcher, -measure (v.), most, oral, piece, -rack (v.), -shrink (v.), -stopped, ways, wise  
**ender-on**, -up  
**engine-driven**, man, #room, -turned, #turner  
**English-born**, -bred, -built, -hearted, -made, man, -manned, -minded, -rigged, #speaking  
**ensign** #bearer  
**entrance** #denying, way  
**entryman**, way  
**equal-angled**, -armed, -balanced, -blooded, -eyed, -handed, -headed, -limbed, -poised, -sided, -souled, -weighted  
**erelong**, now, while  
**error-blasted**, -darkened, proof, -stricken, -tainted, #teaching  
**even down**, -edged, fall, glow, -handed, -minded, -numbered, -paged, song, tail, -tempered, tide, -toed, -wayed, wise  
**ever** #abiding, #active, #admiring, #angry, bearer, bearing, #being, -beloved, #blazing, -blessed, blooming, #burning, -celebrated, #changing, #circling, #conquering, #constant, #craving, #dear, #deepening, #dripping, #drizzling, #dropping, #durable, #during, #duringness, #dying, #choicing, #enduringly, -esteemed, #expanding, #faithful, #fast, #fertile, #friendly, glade, #glooming, #goading, #going, green, #growing, #happy, -honored, #increasing, lasting, living, #loving, #mingling, more, #moving, #new, #noble, #present, #prompt, #ready, #recurrent, #recurring, #renewing, #smiling, #sporting, #strong, #thrilling, #varying, #victorious, #wearing, which, #white, who, #widening, #willing, #wise, #young  
**everybody**, day, how, like, one, thing, when, whence, where, whither  
**evil-affected**, #boding, -complexioned, -disposed, doer, doing, -eyed, -faced, -fashioned, -flavored, -featured, -fortuned, -gotten, -headed, -hearted, -hued, -impregnated, #looking, -loved, -mannered, -minded, -mouthed, -ordered, -pieced, -qualified, -savored, sayer, -shaped, -shapen, #smelling, #sounding, -sown, speaker, speaking, -spun, -starred, -taught, -thewed, -thoughted, -tongued, -weaponed, -willed, #wishing, -won

**excommunicate**, #contractu, -governor, -official, #officio, -officio (u. m.), -parte (u. m.), -post-facto (u. m.), -trader  
**exciseman**  
**exter-marriage**  
**extra** (additional, greater degree) #allowance, #binding, #bound, #condensed, #current, #dry, #dynamite, #fine, #good, #hazardous, #large, #latens, #long, #mild, #session, #special, #strong, #thirds  
**extra** (beyond, outside of) -acinous, -alimentary, -American, -ammatic, -analogical, -anthropic, -articular, -atmospheric, -axillar, -axillary, -Brit-tanic, -European, -Judaical, judicial, marginal, ordinary, polar, terrestrial, territorial, vascular  
**eyeball**, balm, bar, beam, blink, -blurred, -bold, bolt, -bridled, bright, brow, -charmed, -checked, -conscious, cup, drop, flap, glance, glass, hole, lash, lens, lid, light, line, mark, -minded, -peep, piece, pit, point, reach, root, #salve, sun, servant, #server, #service, shade, shield, shot, sick, sight, sore, spot, -spotted, stalk, stone, strain, string, #tooth, wash, water, wear, -weariness, -weary, wink, winker, witness  
**F**  
**fableland**, #maker, monger, mongering  
**face**-about, -ache, -arbor (v.), -bedded, bread, -centered, cloth, -harden, -hardened, #maker, #making, man, mark, piece, plate, wise, #work  
**fad**-ridden  
**fade**-away, -out  
**faint**-hearted, -hued, -lined, -lipped, -ruled, -spoken, -voiced, -marbled  
**fair**-born, -breasted, -browed, -checked, -colored, -complexioned, -conditioned, -eyed, -faced, ground, -favored, -featured, -fortuned, -fronted, -haired, #head, -horned, -hued, -maned, -minded, -natured, -reputed, -sized, -skinned, -spoken, -tongued, -tressed, -visaged, way  
**fairly**-born, folk, hood, land, like  
**faith** #breaker, worthy, worthiness  
**faker**-out  
**falcon**-beaked, bill, -gentle  
**folderol**  
**fall**-away, -back, -board, fish, -plow (v.), -sow (v.), time, -trap, way  
**false** #boding, -bottomed, #card, #dealing, -derived, -eyed, -faced, -fingered, -fronted, -gotten, -hearted, hood, -nerved, -plighted, -principled, -purchased, -spoken, -sworn, -tongued, -visored, #work, -written  
**fame**-blazed, -crowned, -ennobled, -sung, -thirsty, worthy  
**fan** #bearer, -crested, dangle, fare, fish, #fold (geol.) foot, #house, -leaved, light, #maker, #making, man, -nerved, -pleated, -shaped, tail, tailed, -tan, -veined, #work  
**fancy**-baffled, -blest, -born, -borne, -bred, -built, -caught, -driven, -fed, #feeding, -formed, -framed, -free, -guided, -led, -loose, monger, -raised, -sick, #stirring, -struck, -stung, #weaving, -woven, -wrought  
**far**-advanced, #aloft, #away, -borne, #branching, -called, -cast, #darting, -discovered, #distant, -driven, #eastern, #embracing, -extended, -famed, fetch, fetched, #flashing, #flying, -flung, -foamed, #gleaming, #gone, #going, good, -heard, -horizoned, #looking, #looming, #northern, -parted, #passing, #projecting, #ranging, #reaching, -removed, #re-sounding, -seen, seeing, -set, #shooting, sight, sighted, -sought, #sounding, #southern, -spread, #spreading, -stepped, -stretched, #stretching, -traveled, -weltered, #western  
**fardel**-bound  
**farewell**  
**farm**-bred, hold, house, place, stead, steading, yard  
**fashion** #fancying, -fettered, #following, -led, monger, mongering, #setting  
**fast**-anchored, -bound, #cleaving, #darkening, -died, #fading, #falling, #feeding, -fettered, #fleeting, #flowing, #gathering, #going, -grounded, #growing, -handed, hold, -knit, land, -mass, #moving, -plighted, -rooted, #running, #sailing, -settled, #stepping, -tied  
**fat** #back, -backed, -barked, -belied, -bodied, -brained, -checked, -edged, -fed, -free, head, headed, -hearted, -hipped, -legged, -paunched, -rumped, -soluble, -tailed, -witted

**fate**-bowed, -dogged, -enviored, -furrowed, -men-aced, -stricken  
**father**-confessor, -in-law, land  
**fault**-finder, finding, -slip  
**faux** #pas  
**fawn**-colored  
**fear**-broken, -crested, -depressed, -free, -frozen, -naught, -palsied, -pursued, -shaken, -struck, -tangled, -taught  
**feather**bird, bone, brain, brained, -covered, edge, edged, -footed, head, headed, -heeled, leaf, leaved, -legged, man, monger, -pated, stitch, stitched, stitching, -tongue, -tongued, top, -veined, way, weight, weighted, wing, wood, work, worker  
**feeble**-bodied, -brained, -eyed, -hearted, -lunged, -minded, -voiced, -winged, -wit  
**fee**-faw-fum  
**feed**back, #bin, board, #box, head, stuff, way  
**fell**-field, monger  
**felling**bird  
**fellow** #citizen, craft, ship  
**felt**-jacketed, -lined, #maker, #making, monger, work  
**fen**bank, -born, -bred, land, lander, man, -sucked  
**fern**bird, brake, -clad, -crowned, -fingered, #grower, land, #leaf, -leaved, shaw, tickle, -thatched  
**ferret**-badger, -eyed  
**ferro** (combining form) -alloy, -carbon-titanium, -uranium (rest one word)  
**ferry**boat, flat, house, man, woman  
**fetter**bush, lack  
**fever** #destroying, -haunted, -maddened, -ridden, -shaken, -sick, -smitten, -stricken, #trap, -troubled, #warm, -weakened  
**few**-acred, -celled, -flowered, -fruited, -seeded, -toothed  
**F**-flat, #horn, -sharp  
**fiber**board, -faced  
**fibrous**-coated, -rooted  
**fickle**-fancied, -headed, -hearted, -minded  
**fiddle**back, -brained, -deedee, -faced, -faddle, -flanked, #head, -headed, -shaped, stick, string, -waist, wood  
**field**fare (bird), piece, work (mil.)  
**fierce**-eyed, -faced, -hearted, #looking, -minded, -natured  
**fiery** #bright, -crowned, -eyed, -faced, #fierce, #flaming, -footed, -helmed, -hoofed, #hot, -kindled, #liquid, -mouthed, -pointed, #rash, #seeming, #shining, -spangled, #sparkling, -spirited, -sworded, -tempered, -tressed, #twinkling, -veined, -visaged, -wheeled, -winged  
**fig**bird, boy, eater, #picker, shell, worm  
**file**fish, #hard, #maker, #making, smith  
**filler**cap, -in (n.)  
**film**goer, going, land, #slide, -struck  
**filmy**-eyed  
**filth**-born, -created, #disease, -fed, #ferment, -sodden  
**filthy**-handed  
**fin**back (fish), -backed, fish, foot (bird), -footed, -shaped, -spined, -tailed, -winged  
**finch**-backed  
**fine** #appearing, -bred, -cut, -draw (v.), -drawn, -dressed, -featured, -graded, -grained, -haired, -handed, -headed, -leaved, -mouthed, -nosed, -set, -sifted, -skinned, -spirited, -spoken, -threaded, -timbered, -tongued, -tricked, -wrought  
**finger**breadth, -cut, #cutting, fish, -foxed, hold, #hook, nail, -parted, print, -shaped, #shell, spin, stall, stone, tip, #work  
**finish**-grind (v.), -turn (v.)  
**fir**-bordered, -built, -created, -scented, -topped  
**fire** #angry, back, ball, -baptized, -bellied, bird, board, boat, bolt, -born, box, boy, brand, brat, break, brick, bug, -burnt, -clad, coat, -cracked, cracker, crest, -crowned, -cure (v.), damp, dog, drake, -eater, -eyed, fall, fang, fanged, flirt, fly, -footed, -free, -hardened, guard, -hoofed, #hot, #house, #hurt, light, lighted, -lipped, -lit, lock, man, -marked, master, -mouthed, place, plow, plug, -pitted, -polish, proof, proofed, proofing, #quencher, #raiser, #raising, #red, -resistant, -resistive, -retardant, -robed, room, safe, safeness, -scarred, -scathed, -seamed, shine, side, -souled, -spirited, spout, stone, #strong, #swift, tight, trap, -warmed, #warden, water, -wheeled, -winged, wood, worm



**firm**-based, -braced, -compacted, -footed, -framed, -hearted, -minded, -nerved, -planted, -rooted, -set, -sinewed, -textured, -written

**first-aid**er, -begot, -begotten, -born, -bred, -built, -class (a., adv.), #class (n.), -conceived, -created, -done, -expressed, -famed, -formed, -found, -framed, -gendered, -gotten, -grown, -hand (a., adv.), -invented, -known, -loved, -made, -mentioned, -named, -nighter, -preferred, -rate (a., adv.), #rate (n.), -rater

**fish**-backed, bed, -belled, -blooded, bolt, bone, #eater, -culturist, eye, eyed, fall, -fed, garth, #god, #goddess, hook, #house, -joint (v.), line, man, #meal, monger, mouth, plate, pond, pool, pot, pound, -shaped, skin, tail, way, weir, wife, woman, wood, #works, worm, yard

**fisher**boat, boy, folk, girl, man, people, woman

**five-and-ten**, -bar, -barred, -branched, -chambered, -cornered, -fingered, -flowered, -folded, fold, -gaited, -horned, -leaved, -lined, -lived, -lobed, -master, -nerved, -parted, pence, penny, -ply, -pointed, -reeler, -ribbed, score, -shooter, -spotted, -stones, -story, -stringed, -toed, -toothed, -valved

**flag** #bearer, -bedizened, fall, #maker, man, pole, ship, -signal (v.), staff, stick, stone, worm

**flame**-breathed, -colored, -cut, -devoted, -eyed, -faced, -feathered, -haired, -robed, -shaped, tight, -tipped, -uplifted, -winged

flangeway  
flannelmouth

**flap**cake, doodle, dragon, -eared, jack, -mouthed

**flare**-back, board, -up

**flash**board, light, -over, pan, proof

flask-shaped

**flat**-armed, -backed, -beaked, -billed, boat, -bosomed, -bottomed, car, -compound (v.), -decked, -ended, -faced, fish, -floored, -fold (v.), -footed, -grained, -handled, head, headed, -hoofed, -horned, iron, -knit (v.), -minded, -mouthed, -nosed, -out (adv.), -packed, -ribbed, -roofed, -shouldered, -sided, -soled, -toothed, -topped, -visaged, -waisted, ware, way, wise, work, worm

**flax**board, -leaved, man, -polled, seed, wife, woman

flaxen-haired

**flea** #bite, -bitten, wood

fleecy-winged

**fleet** #captain, -footed, -winged

**flesh** #brush, -colored, -fallen, hook, pot

fleshy-fruited

fleur-de-lis

flightshot

flimflam

**flint** #dry, -hearted, lock, ware, wood, work

**flip**-flap, -flop

**float**board, -iron (n.), man, stone

**flock**man, master, #owner, -wise

**flood**board, cock, gate, hatch, light, mark, time, water, way, wood

**floor**cloth, head, #load, man, walker, way, wise, #work

**flop**house, top, wing

**flower**-bespangled, -besprinkled, -crowned, #cup, -decked, -embroidered, -enameled, -faced, -hung, -inwoven, pecker, piece, pot, -scented, -shaped, -sprinkled, work

fluffy-haired

**fluid**-compressed, extract

**flush**-bound, -cut, -decked, -decker, gate, -headed, -jointed, -plated

**flute**bird, -douce, like, mouth, work

**fly**-away, -back, bane, -bitten, blow, blowing, blown, boat, boy, -by-night, catcher, catching, eater, -fish, -fished, -fisher, -fisherman, -fishing, flap, flapper, -free, leaf, man, proof, speck, specked, #speckled, -stuck, -swarmed, tail, #tier, #trap, weight, wheel, winch

**foam**-born, bow, -crested, -flanked, -flecked, -girt, -lit, -painted, #white

**fog**-beset, -born, -bound, bow, -bred, dog, eater, fruit, #gate, -hidden, horn, -logged, man, -ridden

**folk**craft, -free, land, lore, right

**follow**-through (n.), -up (n.)

follower-up (n.)

**folly**-bent, -blind, -drenched, -fallen, -fed, -snared, -stricken

**food** #productive, sick, stuff

**fool** #bold, -born, fish, -frequented, #happy, hardy, -headed, -heady, proof, ship

foolscap

**football**, baller, band, #binding, blower, board, boy, breadth, bridge, candle, cloth, fall, farer, fight, -free, #front, ganger, gear, geld, -grain, halt, hill, hold, hook, lights, lining, lock, -loose, man, manship, #mark, note, noted, pace, pad, path, pick, plate, -pound, -pound-second, print, #race, rail, rest, rill, room, rope, scald, -second, slog, slogger, sore, stalk, stall, step, stick, stock, stone, stool, -ton, walk, wall, way, wear, -weary, work, worm, -worm

**forasmuch**, bade, bar, bear, bearing, bid, bite, blow, borne, by, do, ever, fend, go, judge, leave, sooth, spend, spending, spent, swear, swearing, sworn

forcible-feeble

**fore**-adapt, #and #aft, -age, -announce, -answer, bay, being, bemoan, bespeak, bless, body, #bow, #cabin, caddy, cast, casting, castle, close, closed, closing, closure, companion, conclude, doom, #edge, -elder, #end, father, father's-cup, foot, gather, gathered, gathering, go, going, gone, gut, handed, leg, noon, -oath, #part, #pillow, #plane, quarter, #rent, rider, room, sheet, sight, stage, stall, stalled, stalling, thought, top, topman, -topgallant, -topmast, -topsail, waters, warn, warned, warning, wing

**foreign** #appearing, -born, -bred, -built, #looking, -made, -manned, -owned, #speaking

**forest**-belted, -born, -bosomed, -bound, -bred, -clad, -covered, craft, -crowned, -grown, side

**fork**beard, head, man, -pronged, -ribbed, -shaped, smith, -tailed, -tined, -tongued

**forth**bring, bringer, call, come, comer, coming, fare, gaze, go, going, putting, right, tell, ward, with

**fortune** #hunting, teller, telling

forty-niner (n.)

forward-turned

**foul**-breathed, -browed, -faced, -handed, #looking, -minded, -mouthed, -spoken, -tongued

fountainhead

**four**-bagger, -ball, -cant, -centered, -color (u. m.), -colored, -cornered, -cylindrical, -edged, -eyed, -eyes (fish), flush, flusher, flushing, fold, -footed, -handed, -headed, -horned, -horsed, -in-hand, -leaved, -legged, -lettered, -lobed, -masted, -master, -oared, pence, penny, -ply, -posted, -poster, score, -sided, some, -spined, -spotted, square, squared, -storied, -stranded, -stringed, -striped, -striper, -tined, -wheeled, -winged

**fox**-colored, -faced, fish, #hole, #hound, #hunting, like, -nosed, ship, skin, skinned, tail, tailed, #rot, -visaged, wood

fractocumulus, nimbus, stratus

frail-bodied

frame-up, work

frank-hearted

**free** #acting, -armed, -bestowed, -blown, board, boat, booter, -born, -bred, -for-all, -footed, -grown, hand (drawing), -handed, -hearted, hold, holder, #lance, man, martin, -minded, -mouthed, -quarter, -quarterer, -spirited, -spoken, stone, #swimming, -tailed, thinker, thinking, -tongued, -trade (u. m.), -trader, -versifier, wheel, wheeled, wheeler, wheeling, #will (n.), -willed, -willer

freedman, woman

freight-mile

**French**-born, -bred, -educated, -fashion, -grown, #looking, -made, man, -minded, woman

**fresh**-baked, -boiled, -caught, -cleaned, -coined, -colored, -cooked, -cropped, -cut, -drawn, -faced, -fallen, -hearted, -heeled, -killed, -laid, -leaved, #looking, -made, man, -painted, -picked, -slaughtered, -washed, -watered

fretwork

friarbird

frictionhead, tight

frieze-coated

frigate-built

frillback, -bark (v.)

frock #maker

**frog** #eater, -eyed, -faced, hopper, land, #leg, #mouth, #nose, #tongue

front-ranker

frontiersman

**frost**-beaded, bird, bite, -bound, bow, -burnt, -checked, -concocted, -congealed, -fettered, -firmed, -free, -hardy, -killed, -nipped, proof, #pure, -rent, -riven, -tempered, work  
**frosty**-faced, -mannered, -natured, -spirited, -whiskered  
**froth**-becurled, -born, -clad, -faced, #foamy  
**fruit** #cake, fly, #grower, #growing, man, stalk, time, woman, worm  
**fugleman**  
**full**-accomplished, -acorned, -adjusted, #annealing, -assembled, -assured, -attended, back, -bagged, -banked, #beaming, -bearded, #bearing, -bellied, -blood, -blooded, -bloodedness, -bloomed, -bodied, -bosomed, -bound, -built, #charge, -charged, #cream, #crew, #depth, -drawn, #dress, -dressed, -eyed, #face, -faced, -feathered, -feed (v.), -flowered, #flowering, -grown, -haired, #hand, -handed, -headed, -hearted, -laden, #leather, -lined, #load, -manned, -minded, #mouth, -mouthed, -necked, #opening, -paid, -powered, #resounding, -rigged, -rigger, #ripe, -ripened, -sailed, #scale, -shouldered, -size, -sized, #speed, -stomached, #strength, #swelling, -toned, -voiced, #weight, -weighted, -witted  
**fundholder**  
**funnel**form, -shaped  
**fur**-capped, -clad, -coated, -collared, -cuffed, -gowned, -lined, -touched, -trimmed  
**furios**-faced  
**furrow**-cloven, -faced, -fronted  
**fuzzy**-haired

## G

**gad**-about, bee, fly, wall  
**gaff**-topsail  
**gag**-check (v.)  
**gain**birth, call, come, say, sayer, saying, set, speaker, speaking, strive, turn, twist, yield  
**gale**-driven, wort  
**galberry**, bush, fly, nut, stone, wind  
**galley**bird, man, #proof, #slave, -west, worm  
**gallows** #maker  
**game** #bag, ball, cart, cock, craft, keeper, keeping  
**gammon**-faced  
**gamb**board, land, man, master, plank, tide, way, wayman  
**gap**-toothed  
**gaped**seed, worm  
**gar**bill, board, fish  
**garageman**  
**garnet** #red  
**gas** #bag, -charged, -driven, -filled, -fired, -heated, #house, -laden, light, lighted, lighter, lock, #maker, man, #meter, -operated, tight, #worker, #works  
**gatchwork**  
**gate**house, keeper, man, post, #tender, ward, way, wayman, wise, woman, #works, wright  
**gaunt**-bellied  
**gavel**kind  
**gay**-beseen, cat, -colored, -flowered, -hued, -humored, #looking, -mottled, -painted, -spent, -spotted, -throned  
**gaze**hound  
**gazing**stock  
**gazelle**-eyed  
**gelatin**o bromide, chloride  
**gear** #box, -driven, man, -operated  
**gems**bok, horn  
**gentle**-born, -bred, -browed, -eyed, -handed, -hearted, #looking, man, -mannered, -minded, -mouthed, -natured, -spoken, woman  
**gentleman** #adventurer, #agent, #at farms, #cadet, #commoner, #covenanter, #dependent, #farmer, #jailer, #jockey, #lackey, #lodger, #murderer, #porter, #priest, #ranker, #rider, #scholar, #sewer, #tradesman, #vagabond, #volunteer, #waiter  
**gerry**mander  
**germ**proof  
**get**-at-able, -away (n.), -off (n.), -together (n.), -up (n.)  
**ghost**craft, -filled, -haunted, land, monger, -ridden, ship

**giddy**brain, brained, #drunk, head, headed, -paced, pated, -witted  
**gill**bird, #book, flirt, hooter, -netter, #stoup  
**gift**-edged, head (fish)  
**gim**crack, crackery  
**gimlet**-eyed  
**gin**house, -rum, #shop  
**ginger**berry, bread, -colored, -faced, -hackled, -haired, leaf, nut, root, snap, spice, work  
**girlike**  
**girl**line  
**give** #and #take, -away  
**glad**-cheered, -handed, -hearted, -sad  
**glare**-eyed  
**glass**-bottomed, -built, -coated, -colored, -covered, #eater, -eyed, -faced, -fronted, -glazed, #hard, -lined, maker, making, man, -paneled, #paper, -paper (v.), -papered, #rope, -topped, ware, weed, #wool, work, worker, working, #works, worm  
**glee**maiden, man, woman  
**glob**fish, #flower, #holder, trotter, trotting  
**gloomy**-faced  
**glow**fly, #lamp, worm  
**glue**maker, making, pot  
**go**-ahead, -back, -between, -by, cart, -devil, -getting, -getting  
**goal**keeper, mouth (fish)  
**goat**-bearded, #drunk, -eyed, fish, -footed, -headed, herd, -hoofed, -horned, -knead, land, skin, stone, sucker (bird), -toothed  
**goat's**-hair, -horn  
**God**-begot, -begotten, -beloved, -bless (v.), -built, -conscious, -created, -cursed, -descended, -empowered, -enlightened, -entrusted, #fearing, -forbidden, -forgotten, -forsaken, -given, head, -inspired, like, -loved, -made, -man, -ordained, -sent, speed, sped, -taught, ward, -wrought  
**god**child, daughter, father, hood, -horse, mamma, mother, papa, parent, send, ship, son, sonship, wit (bird)  
**goggle**-eye (fish), -eyed  
**gold**-banded, #beater, -bound, -braided, -breasted, #brick, -brick (v.), #bright, -brodered, bug, -crested, -daubed, -decked, -edged, -embossed, -embroidered, -enwoven, -fielder, -filled, finch, finny, fish, -framed, -fringed, -graved, -haired, hammer, head (bird), -headed, -hilted, -inlaid, -laced, -laden, -lit, -mounted, -plate (v.), -plated, -ribbed, -rimmed, -robed, smith, smithery, stone, -striped, -strung, -studded, tail (bird), water (liquor), -winged, work, worker, -wrought  
**golden**back (bird), -banded, -bearded, -breathed, -cheeked, -colored, -crested, -crowned, -eared, eye (bird), -eyed, -fettered, -fingered, -footed, -fruted, -haired, -headed, -hilted, -hued, knop, -leaved, -locked, -mouthed, -rayed, -spotted, -thronged, -tipped, -tongued, -tressed, wing (bird), -winged  
**good**-bye, #fellow, -fellowhood, -fellowship, -for nothingness, hap, -hearted, -humored, -looker, #looking, #man, -natured, sire, -tempered, #will (kindness), will (asset)  
**goody**-goody  
**gorbellied**  
**goose**beak, berry, bird, bone, boy, #cackle, cap, -eyed, fish, -flesh, -footed, girl, -headed, herd, #house, mouth (n.), neck, -necked, -pimples, -pimpily, -rumped, -shaped, -step (v.), -stepper, #tongue, weed, #wing, -winged  
**gospel** #true  
**gourd**head, worm  
**grab**-all, hook  
**graft**-hybridism  
**grain**-burnt, -cut, field, -laden, man, sick  
**gram**-meter, -molecular  
**grandaunt**, child, dad, daddy, daughter, father, fatherly, filial, ma, mamma, mother, motherly, nephew, niece, pa, pop, parent, sire, son, stand, uncle  
**grape**fruit, -hued, -leaved, root, -shaped, -sized, shot, skin, stalk, stone, vine  
**grass**bird, #blade, -carpeted, chat (bird), -clad, -covered, -cushioned, #cutter, -embroidered, -fed, #flat, #green, -grown, hop, hopper, land, -leaved, nut, plot, quit, -roofed, widow, widowhood, work, worker



**grave-born**, -bound, clod, #clothes, digger, garth, #maker, #making, -riven, ship, side, stead, stone, ward, yard

**gravel-bind**, -blind, stone, weed

**grayback**, -barked, beard (n.), -bearded, -bellied, -bordered, -boughed, -breasted, -brindled, -cheeked, -clad, coat (n.), -colored, -crowned, -eyed, -faced, fish, fly, -gowned, -grown, -haired, -headed, -hooded, -leaved, -lit, -mantled, -necked, pate (n.), -slated, -speckled, -tailed, -tinted, -toned, -twigged, -veined, -winged

**great-armed**, -aunt, -bellied, -boned, coat, coated, -created, -eared, -eyed, -footed, -grandchild, -granddaughter, -grandfather, -grandmother, -grandson, -headed, -hearted, -hipped, -leaved, -lipped, -minded, -nephew, -niece, -nosed, -sized, -souled, -spirited, -stemmed, -tailed, -uncle, -witted

**greedygut**

**greenback** (n.), -backed, backer, -barked, -bodied, -boled, bone (fish), -bordered, -boughed, -breasted, -clad, -crested, -curtained, -decked, -edged, -embroidered, -eyed, -feathered, finch, fish, -flowered, -fringed, gage, -garbed, gill (fish), -gilled, -glazed, grocer, grocery, -grown, -haired, head (duck), -headed, -hearted, #hide, horn, house, -hued, keeper, keeping, -leaved, -legged, -mantled, -manure (v.), -recessed, -ribbed, #room, -salted, sand (geol.), -seeded, -sheathed, sick, side (n.), -skinned, -stained, stone (n.), -striped, stuff, -suited, sward, tail (bird), -tailed, -throated, -tinted, -tipped, -twisted, -veined, wing (bird), -winged, #wood, wood (forest), #yard

**greyhound**

**griddlecake**

**gridiron**

**grief-bowed**, -distraught, -exhausted, -inspired, -scored, -stricken, -worn

**grillroom**, work

**grim-cheeked**, -eyed, -faced, -featured, #looking, -set, -visaged

**grimy-handed**

**grindstone**

**gripman**, sack

**gripple-handed**

**gristmill**

**groomsman**

**groove-billed**

**gross-bodied**, -brained, -featured, -fed, -headed, -jawed, -lived, -mannered, -minded, -natured, -pated, -witted

**grotto work**

**groundberry**, bird, man, #mass, nut, plot, #sluice, #sluicer, #wall, ward, #wood, #work

**group-connect** (v.)

**grouthead**

**grown-up**, -upness

**grub-prairie**, root, stake, worm

**G-sharp**

**guardhouse**, rail, room, stone

**guardsman**

**guess-rope**, -warp, work

**guest** #chamber, #house, master

**guideboard**, book, craft, line, post, way

**guider-in** (n.)

**guild** #hall

**guilt-sick**

**gull-billed**

**gumboil**, #chewer, #digger, drop, field, -gum, lac, #maker, #making, -saline, shoe, weed, wood

**gun** #bearer, #bright, cotton, -equipped, boat, fire, flint, lock, #house (nav.), #maker, #making, man, -mouthed, paper, play, power, powder, #rack, reach, -rivet (v.), #runner, #shop, shot, -shy, smith, stock, wall

**gutta-percha**

**gutterblood**, -bred, man, snipe, #spout

## H

**hackamore**, barrow, but, log, saw, man, wood

**hackneyman**

**hagboat**, -born, fish, -ride (v.), -ridden, rope, seed, stone, worm

**ha-ha**

**hailshot**, stone, storm

**hair** #band, bird, brain, brained, breadth, #brush, cap, -check (n., v.), cloth, cut (n.), dresser, dressing, -fibred, lock, monger, pin, splitter, spring, stone, streak, work, worm

**hairy-armed**, -cheded, -clad, -eared, -faced, -footed, -fruited, -handed, -headed, -woven

**half** #a #crown, -and-half (n.), -addressed, -admitted, #afraid, #alive, -altered, #angry, back (football), -backed, beak (fish), blood, -blooded, -bred, -breed, -buried, -caste, -cleaned, #clear, -decked, -decker, -dressed, -feathered, -feed (v.), -grown, -hearted, #day, hold, -hourly (adv.), -loaded, #load, -marked, -miller, -monthly (adv.), -necked, -paced, -paid, penny (coin), penny-worth, -rater, -rigged, -rigger, #ripe, -sailed, -share (v.), -shroud (v.), #shy, -size, -sized, #speed, -speeded, #strength, -timer, #tone, #true, way, -weekly (adv.), #weight, -weighted, -wit (n.), -witted, -yearly (adv.)

**hailboy**, mark, way

**halter-break** (v.), -broken

**hamshackle**, string

**hammerbird**, cloth, -dress (v.), -harden (v.), -hardened, #hardening, head (fish), #head, -headed, man, -refined, smith, stone, toe, -weld (v.), -wrought

**hambag**, ball, baller, -bank (v.), barrow, -beaten, bill, -blocked, -blown, book, -bound, bow, breadth, -broken, -built, car, #carry, -carve (v.), #cast, -chased, clap, clasp, -clean (v.), -closed, -colored, -comb (v.), -crushed, cuff, -cut, -dress (v.), -drill (v.), -dug, -embroidered, -fed, -feed (v.), -fill (v.), -filled, -fire (v.), fish, -fold (v.), -footed, grasp, grip, #gun, -hewn, -hidden, #high, hold, hole, -knotted, -laid, -lettered, like, #line, -liner, #lock, -lopped, -made, maid, maiden, -mix (v.), #mold, -off (n.), -operated, -organist, -out (n.), -packed, -pick (v.), -pitched, -pollinate (v.), post, #pressman, print (n.), rail, -rear (v.), -rinse (v.), -rivet (v.), -roll (v.), -rubbed, sale, #saw, -scrape, #seller, -sent, -set, -sew, -sewn, -shackled, shake, smith, -sort, #spade, spike, -splice (v.), -split, spoke, spring, -spun, staff, -stamp (v.), stand, -stitch, stone, #stroke, stuff, -tailored, -tap (v.), -thrown, -tied, tight, #tool, -tooled, -turn, -wash, wear, #weave, wheel, #work, -worked, -woven, write, writing, written, -wrought

**handle** #bar

**handsome-featured**

**hang-back** (n.), bird, dog, -fair, fire (n.), -head, man, nail, nest, -out, -over, worm, worthy

**hanger-on**, -up

**happy-go-lucky**

**hard-acquired**, back (beetle), -baked, -barked, beam (fish), -billed, -bitted, -bitten, -boiled, -boned, -bought, -bred, -coated, -contested, -cooked, -cured, -drawn, -dried, -driven, -earned, -edged, -eyed, -faced, -fated, -favored, -featured, -fed, -finished, -fired, fist (n.), fisted, -fleshed, -gained, -got, -grained, -haired, -headed, -hearted, -hit, -learned, #looking, -minded, -natured, mouth (fish), -mouthed, pan, -plucked, -pressed, -ridden, -set, -shell (n.), -shelled, ship, -skinned, -spirited, -spun, -surfaced, tack, tail (fish), -timbered, -used, -visaged, ware, wareman, way, -won, wood, wooded, -worked, -wrought, -wring

**harebrain**, brained, -eyed, -footed, -hearted, #hound, lip, lipped, wood

**harnessmaker**, making

**hartshorn**

**harum-scarum**

**harvest** #ice, man, time

**hat** #band, #box, #brim, #brush, #maker, #making, pin, #rack, #rail, #shag, -shaped, #stand, #tree

**hatchboat**, man, way

**haul-about**, -back

**haversack**, sine

**hawk-beaked**, #bill, -billed, -eyed, -faced, -headed, -nosed, -tailed

**hawse-fallen**, #hole, man, piece, pipe

**hawser-laid**

**hay** #band, bird, #cap, #cart, cock, -colored, -fed, field, #fork, #grower, loft, maker, making, #market, mow, rack, #rake, #raker, rick, #scented, seed, stack, time, ward

**hazel-eyed**, -hooped, -leaved, nut, ward

## he-man

**headache**, achy, aching, #band, -bander, bay, board, #cap, #chair, cheese, chute, cloth, dress, #drop, -ender, first, fish, #frame, gear, #hunt, #hunter, #hunting, land, ledge, light, lighting, line, lock, long, man, #master, #mistress, #mold, most, note, -on, phone, piece, plate, post (furniture), quarters, #race, rail, reach, #rent, rest, right, #ring, room, rope, sail, #set, #shake, ship, #sill, skin, spring, stall, stick, stock, stone, stream, strong, strongly, -turned, #waiter, ward, water, way, wear, work, worker, working

## header-up

## headsmen

## heal-all

**healthcraft**, guard, some

## healthy-minded

**hearsecloth**, like

**heartache**, aching, angry, beat, bird, #blood, break, breaker, breaking, -bred, broken, -burdened, burn, -chilled, #complaint, -deadened, #deep, #eating, -fallen, -fashioned, -flowered, felt, -free, grief, happy, -hardened, -heaviness, heavy, -hungry, leaf, -leaved, nut, pea, quake, root, seed, -shaped, -shed, sick, sickening, sickness, sore, #sorrowing, -stricken, string, -struck, -swollen, throb, #warm, water, -weariness, -weary, -whole, -wounded, -wrong

**hearthman**, penny, stone, #warming

**heat** #drops, -cracked, -killed, -laden, #maker, #making, -opposed, proof, -resistant, -softened, stroke, -treat (v.), #treating, #treatment

**heaven-accepted**, -begot, -bent, -born, -bred, -built, #clear, -controlled, #dear, -descended, -devoted, -directed, -erected, -fallen, -forsaken, -gifted, -given, -guided, -inspired, -instructed, -lighted, -lit, -made, -prompted, -protected, -sent, -sprung, #sweet, -taught, -touched, -wide

**heaver-off**, -out, -over

**heavy-armed**, -bearded, -bodied, -boned, -booted, -boughed, -eared, -eyed, -faced, -featured, -fisted, -fleeched, -footed, -fruited, -gaited, -handed, -headed, -hearted, -heeled, -jawed, -laden, -leaved, -lidded, -limbed, -lipped, #looking, -mottled, -mouthed, -paced, -scented, -set, -shotted, -shouldered, -shuttered, -soled, -tailed, -timbered, -winged, -witted, weight

**hedgeberry**, -born, bote, -bound, #breaker, hog, #maker, #making, -mike, pig, row, straw, wood

**heelball**, #band, -breast (v.), cap, fast, grip, #maker, #making, path, piece, plate, post, print, strap, tap, tree

## heigh-ho

**hell-begotten**, bender, -bent, -bind, -born, -bound, box, -bred, -brewed, broth, cat, #dark, #deep, -diver, dog, -doomed, -engendered, #fire, hag, #hard, -hatched, -haunted, hole, hound, kite, -raker, #red, root, ship, weed

**helmetflower**, #maker, #making, -shaped, pod

**helpmate**, meet

## helter-skelter

**hempsed**, #string, worthy

**hemstitch**, stitching

**hen** #bill, #bit, #coop, #cote, -feathered, fish, -hearted, #house, hussy, peck, pecking, #roost, -tailed, #wife, woodite, yard

**henceforth**, forward**henchboy**, man**herdbook**, boy**herdsman**, woman

**hereabout**, adays, again, among, after, at, away, before, by, from, in, inabove, inafter, inbefore, into, of, on, out, to, tofore, toforetime, under, unto, upon, with, withal

**herringbone****hidden-fruited**, -veined**hide-and-seek**, -away, -bound, -out

**high-aimed**, -angled, -arched, #back, -backed, ball (n.), binder, -blest, -blooded, -bodied, -boned, born, boy, -breasted, -bred, brow, -built, #caliber, #caste, -celled, #class, #climber, -colored, -collared, -complexioned, -crested, -crowned, -cut, #dusty, -elbowed, -embowed, -fated, -flavored, -flown, flyer, flying, -flushed, -forehanded, -go, #grade, -handed, -hatter, -headed, -heaped, -hearted,

-heeled, -holden, -hung, #intensity, jacker, -keyed, land, lander, -lineaged, -mottled, -minded, -mixed, -motived, -mounted, -muck-a-muck, -necked, -notioned, #pass, -peaked, -pitched, -placed, -pooped, #potential, -powered, -priced, -principled, -prized, -raised, #reaching, -reared, -resolved, -rigger, road, -roofed, -seasoned, -seated, -set, -shouldered, -sided, -soled, -souled, #speed, -spirited, -stepper, -strung, -swollen, -swung, -tempered, #tension, -tested, -thoughted, -thorned, -toned, -topped, -towered, -tuned, -vaulted, -waisted, -walled, way, wayman

**High** (also Low) -Church, -Churchism, -Churchist, -Churchman, -Churchmanship

**hillbilly**, bird, -girdled, -girt, sale, salesman, side, -surrounded, top, trot, woman

**hind-end-foremost**, -gut, head, most, quarter, #saddle, sight

## hipshot

**hit-and-miss**, -and-run, -or-miss

## hitchhike

**hoarfrost**, head, hound, stone

**hoary-eyed**, -feathered, -haired, -headed, -leaved

**hob-and-nob**, goblin, nail, nailed, nailer, nob, nobbed, nobbing, thrush

## hobbyhorse

## hocus-pocus

**hodgepodge**, -pudding

## hodman

## hoecake

**hogback** (geol.), -backed, #choker, -faced, #fat, #frame, herd, hide, #mace, -maned, -mouthed, -nosed, nut, pen, sty, -tie (v.), tight, yard

**hog's-back**, -bean, -fennel

## hog'shead

## hoistway

## hoity-toity

**hold-all**, -back, -clear, -down, -fast, -off, -out, -over, -up

**holder-forth**, -on, -up

**hollow-backed**, -billed, -cheeked, -chested, -eyed, -faced, foot, -footed, -fronted, -ground, -hearted, -horned, #horning, -jawed, -pointed, root, -toned, -toothed, -vaulted, -voiced

## holus-bolus

**holy** #day, stone, tide

**home-baked**, body, -born, -bound, -bred, #brew, -brewed, -built, comer, coming, craft, croft, -driven, farer, fed, -felt, #goer, -grown, keeper, keeping, -killed, land, lander, like, likeness, -made, maker, making, #owner, -raised, -reared, #seeker, -sent, sick, sickly, sickness, #site, spun, stead, steader, stretch, ward, ward-bounder, #work, #worker, wort, -woven

**homo-hetero-analysis**, #mensura, #signorum, #sui #uris, #vulgaris

**homo** (combining form) genesis

## honestone

**honeyballs**, -colored, comb, combed, combing, dew, dewed, drop, fall, flower, fogle, fogle, -hearted, -heavy, -laden, -lipped, moon, mooner, moonlight, moon-struck, -mouthed, pod, pot, -steeped, -stored, #sweet, -tongued, -voiced

## honky-tonk

**honor-fired**, -thirsty, worthy

**hoodcap**, -shy, wink, winked, winking

**hoofbeat**, -cast, -cut, -loosened, #mark, -plowed, -bound, print, printed, #rot, -shaped

**hook-armed**, -backed, -beaked, -billed, -handed, -headed, land, #maker, #making, man, #nose, -nosed, -shaped, -shouldered, smith, -snouted, -tipped, -up, worm

**hooker-off**, -on, -out, -over, -up

## hooky-crooky

**hoop** #maker, man, #stick, #wood

**hobpine**, scotch, vine, yard

## hopperburn

**hornbeak**, beam, bill, blende, #block, #blower, book, -eyed, fish, -footed, -mad, -madness, pipe, plant, -shaped, stay, stone, swoggle, tail, thumb, #tip, weed, #work, worm

**horny-fingered**, -fisted, -handed, head, -headed, -hoofed, -knuckled, -nibbed

**horror-crowned**, -fraught, monger, mongering, -stricken, -struck



**horseback**, backer, bane, -bitten, #breaker, #car, #cloth, craft, -drawn, #eye, -eyed, -faced, #fight, fish, #flesh, flower, fly, #gate, #godmother, hair, haired, #head, herd, hide, #hoof, -hour, #jockey, #keeper, #keeping, laugh, laughter, laughter, leech, load, #lock, man, manship, mint, monger, pipe, play, #pond, power, pox, radish, shoe, shoer, #tail, way, whip, whipper, woman, womanship

**horsepower**, -hour, -year

**hotbed**, #blood, -blooded, #box, #brain, -brained, -breathed, #bright, -broached, -cold, -drawn, #dry, -eyed, foot, -forged, head (n.), headed, -hearted, hoof, house, -mettled, #mix, -moist, -mouthed, #press, -presser, -punched, -roll, -rolled, -short, #shot, skull, -spirited, spur, -stomached, -swage, -tempered, -vulcanized, #wire, #work

**hounddog**, fish, man, -marked, shark

**hourglass**

**houseball**, boat, bote, -bound, boy, break, breaker, breaking, broken, bug, #builder, #cap, #father, fly, furnishing, furnishings, -headship, hold, holder, holding, keep, keeper, keeping, kept, line, maid, maidenly, maiding, man, master, mate, mating, minder, mistress, #mother, #owner, #raising, -ridden, room, smith, top, warmer, warming, wear, wife, work, wright

**howbeit**, -do-you-do (n.), ever, soever

**howdy-do** (n.)

**hub** #band, #bander, -bub, #cap, #deep, #maker, #making

**humanhood**, kind

**humble** #acting, bee, -hearted, #looking, -man-nered, -minded, -mouthed, -spirited, -visaged

**humpback**, backed, -shouldered

**humpty-dumpty**

**hunchback**, backed

**hundred-eyed**, -feathered, fold, -footer, -handed, -headed, -leaf (n.), -leaved, -legged, #legs, penny, -percent, -pounder, weight

**hunger-bit**, -bitten, -driven, -mad, -pressed, root, -stricken, #strike, -strike (v.), #striker, -stung, weed, -worn

**hunky-dory**

**huntsman**, woman

**hurdy-gurdy**

**hurly-burly**

**hurricane-decked**

**husbandman**

**huthold**, holder

**hydro** (combining form) airplane, electric, plane, -tainted

## I

**iceberg**, bird, -blind, -blindness, blink, #boat, bone, -bound, #box, #breaker, #breaking, -built, #cap, -capped, -clad, #cold, -cooled, -covered, craft, #cream, fall, field, -free, #hook, #house, land, -locked, #maker, #making, man, master, quake, #water, work

**ideal-realism**

**idle-brained**, -handed, -headed, #looking, -minded, -pated, -witted

**ill-accoutered**, -accustomed, -advised, -affected, #being, -born, #breeding, #doing, -favored, -featu-ered, -hap, -humored, -mannered, -minded, -natured, -tempered, -timed, -treat, -treated, #will, #usage, -use (v.), -wiler, -wish (v.), -wisher

**imitationproof**

**impedometer**

**imp-pole**

**in-and-outer**, being, -between, board, born, -bound, breathe, bred, bring, built, burning, by, clearer, clearing, comer, coming, creep, cutting, doors, dwell, face, field, gate, gather, going, -group, -law, lean, -marriage, most, nerve, net, orb, -patient, payment, port, put, rigged, rigger, rub, run, running, rush, sack, seam, see, ship, shoe, shoot, shore, #situ, sole, sofar, somuch, sooth, stroke, sweeping, swing, take, wale, wall

**incense** #breathing

**inch** #deep, #high, #long, meal, -pound, -ton, worm

**index-digest**

**India-cut**, man

**india** #rubber

**indigo-dyed**

**infra-auricular**, -axillary, -esophageal, red

**inglebred**, nook

**ingot** #maker, man

**ink-blurred**, -colored, fish, #holder, #horn, #maker, #making, pot, shed, slinger, -spotted, stain, stand, stone, well, wood, -written, #writer

**innholder**, keeper, yard

**instrumentman**

**interallied**, -American, -Andean, bonding, breed, chapter, church, cooler, play

**I O #U**

**Irish-American**, -born, -bred, man, woman

**iron** #age, #back, -banded, bark, -barred, -bound, -braced, -branded, -burnt, -cased, #casing, clad, -faced, -fastened, -forged, -fisted, -free, -handed, #hard, -headed, -hearted, -jawed, like, -lined, #maker, #making, man, master, #mold, monger, mongering, -ribbed, -shod, -shot, sick, -sided, smith, -stained, stone, -studded, -tipped, -visaged, ware, -winged, -witted, wood, work, worker, working, #works

**ironer-up**

**island-belted**, -born, -dotted, man

**islesman**

**ivory-backed**, -beaked, -billed, #board, -faced, -finished, -hafted, -handled, -headed, -hilted, -studded, -tinted, -toned, type, wood

**ivy-circled**, -clad, -covered, -crowned, -fingered, -gnarled, -hung, -leaved, -mantled, -netted, -hidden, -twined, -twisted, -walled, -wreathed

## J

**jackanapes**, ass, bird, #box, daw, fish, hammer, head, -in-the-basket, -in-the-box, knife, #light, -of-all-trades, -o'-lantern, #plane (n.), -plane (v.), saw (bird), screw, shaft, shay, snipe, stay, stone,

straw, -tar, wood, -yarder

**jaillbird**, house

**jardly**

**jawbone**, breaker, fish, foot, hole, -locked, smith, twister

**jayhawk**, hawker, walk, walker

**jelly-bellied**, fish

**jerkin-head**

**Jerry-build**, -builder, -built

**jestbook**

**jet** #black

**jewbird**, bush, fish, stone

**jewel** #bright, -colored, -enshrined, -headed, #house, smith, -studded

**jew's-harp**

**jibhead**, headed, header, man, stay, -o-jib

**jig-a-jig**, -back (n.), -drill (v.), man, -jog, saw, sawed, sawing

**jingle-jangle**

**jobman**, master, mistress, monger, smith, #work

**joggle** #work

**johnnycake**

**joint-awned**, -bedded, worm

**jollyhead**

**jolterhead**, headed

**joulemeter**

**journeycake**, man, woman, #work

**joy-bereft**, #bright, -deserted, -encompassed, #hop, #killer, -mixed, -rapt, #ride, #stick, -wring

**judge-made**

**judgmentproof**

**jugfish**, fishing

**jump-off**, rock, seed

**jungle-clad**, -covered, side, worm

**junkboard**, man

**jury** #fixer, man, -rigged, #squaring, woman

**justicehood**, proof

## K

**keelbill**, bird, block, boat, boatman, fat, haul, hauled, hauling, line, man

**keen-eared**, -edged, -eyed, -scented, -sighted, -witted

**keepsake**, worthy

**kelpfish**, ware

**kettle** #bottom, #case, drum, drummer

**keyboard**, hole, lock, man, note, noter, seat, seater, smith, stone, stop, -stringed, way

**kick-about**, -back, ball, -off, -out, -up

**kid-gloved**

**kidney-shaped**

**killcrop**, deer (bird), -devil, -joy

**killn-dry**, eye, hole, rib, stick, tree

**kilo** (prefix) cycle, watt, volt-ampere, watt-hour  
**kind** #heart, -hearted  
**kinemacolor**  
**kingbird**, bolt, craft, cup, fish, fisher, head, hood,  
 hunter, like, #maker, #making, piece, pin,  
 -ridden, wood  
**kinship**  
**kingsfolk**, man, people, woman  
**kipskin**  
**kitchenmaid**, man, ware, wife  
**kite** #flyer, #flying  
**kitten**-breeches, -hearted  
**Klansman**, woman  
**klipfish**  
**knapsack**, sacked, sacking  
**knave**-bent, -bowed, -braced, -breeched, brush, cap,  
 #deep, #halter, -halted, #high, hole, -jointed,  
 #pad, #pan, piece, shaped, -sprung, stone, -tied,  
 -worn  
**knife**-backed, -bladed, board, #edge, -edged,  
 -featured, -handled, -jawed, like, man, -plaited,  
 -shaped, smith, -stripped, way  
**knight-errant**, -errantry, fish, head, hood, hood-  
 errant  
**knit**back, wear, work  
**knob**-bellied, stick, stone, wood  
**knock**-about, -away, -down, -knee, -kneed, -off,  
 -on, -out, stone  
**knocker**-off  
**knothole**, horn, #portering, work  
**know**-all, -how, -it-all, -little, -nothing, -nothing-  
 ness  
**knuckle** #bone, #deep, #duster, #joint, -kneed  
**Ku** #Klux #Klan

## L

**labor** #saving  
**lace**bark, bug, -bordered, -covered, -curtained,  
 -edged, -fronted, #maker, #making, man, piece,  
 pod, -trimmed, -winged, woman, wood, work,  
 worker  
**lack**-all, -beard, -brain, -eyed, -fettle, land, #learn-  
 ing, love, luster, lustrous, wit  
**ladder**-backed, way  
**lady**beetle, bird, bug, finger, fish, fly, killer,  
 killing, kin, kind, like, love  
**lake**-bound, -girt, land, lander, let, manship,  
 -moated, -reflected, side, -surrounded  
**lamb**kill, kin, like, skin  
**lamp**black, -blown, fly, -foot, hole, -hour, light,  
 lighter, lit, man, post, wick  
**lance**-acuminate, -fashion, gay, -knight, -leaved,  
 -linear, man, -pierced, pod, -shaped, wood,  
 -worn  
**land**blink, book, -born, -cast, fall, fast, flood,  
 folk, -girt, #grabber, #grabbing, holder, holding,  
 #horse, lady, leaper, lock, locked, look, looker,  
 lord, louping, lubber, man, mark, monger,  
 -obsessed, owner, ownership, owning, plane,  
 -poor, raker, reeve, right, #sale, scape, -sheltered,  
 sick, side, -slander, slide, slip, spout, storm,  
 -surrounded, -taxer, waiter, ward, wash, ways,  
 #wire, #wreck  
**lantern**-jawed, leaf, man  
**lap**board, -budded, cock, -jointed, -lap, -love,  
 stone, streak, streaked, streaker, -weld (v.),  
 -welded, wing, #work  
**large**-acred, -ankled, -bayed, -filled, -bodied,  
 -crowned, -drawn, -eared, -eyed, -finned, -flow-  
 ered, -footed, -framed, -fronded, -fruited, -grained,  
 -grown, -handed, -headed, -hearted, -hipped,  
 -minded, -molded, -mouthed, -natured, -necked,  
 -spaced, -stomached, -tailed, thoughted, -throated,  
 -wristed  
**lark**-colored, -heeled, spur  
**last**-born, -cited, -ditcher, -erected, -made, -men-  
 tioned, -named  
**latch**key, man, string  
**late**-begun, -betrayed, -born, -built, -coined,  
 comer, coming, -disturbed, -embarked, -filled,  
 -found, -imprisoned, -kissed, -lamented, -lost,  
 -met, -practiced, -sacked, -taken, -transformed,  
 -won  
**lath**-backed, -legged, work  
**lath**-bore (v.), man, reeve  
**latter**most  
**lattice**work  
**laughing**stock  
**laughter**-dimpled, -lighted, -lit  
**laughworthy**  
**laundry**maid, man, #owner, woman  
**laurel**-browed, -crowned, -decked, -leaved, -locked,  
 -worthy, -wreathed  
**law** #abiding, book, breaker, breaking, -bred,  
 -condemned, craft, -fettered, giver, giving, #hand,  
 #honest, -learned, maker, making, man, monger,  
 -ridden, suit, suiting, -worthy  
**lawyer**like  
**lay**-away, -back, boy, -by, -down, land, man,  
 -minded, -off, -on, -out, -over, woman  
**layer**-out, -over, -up  
**lazy**back, bird, bones, boots, legs  
**lead**-burn (v.), -burned, #burner, -coated, -colored,  
 -covered, -encased, -filled, -headed, -in, -lapped,  
 -lined, man, -off, -ruled, -sheathed, way, wood,  
 work  
**leaden**-colored, -eyed, -footed, -headed, -hearted,  
 -heeled, -lined, -natured, -paced, -pated, -skulled,  
 -soled, -souled, -spirited, -thoughted, -weighted,  
 -willed, -winged, -witted  
**leaf**boy, -clad, curler, -footed, #forming, -fringed,  
 girl, hopper, -laden, mold, -nose, -nosed, #red,  
 -shaded, -shaped, -sheltered, stalk, -strewn,  
 work  
**lean**-cheeked, -eared, -faced, -fleshed, -headed,  
 -horned, -jawed, -limbed, #looking, -minded,  
 -necked, -ribbed, -souled, -to, -witted  
**leap**frog, frogger, frogging  
**leash**hold, holder, holding  
**leather**-backed, bark, board, -bound, -covered,  
 craft, -eared, fish, head, headed, -lined, #maker,  
 #making, neck, side, ware, -winged, work,  
 worker, working  
**leave** #taking  
**leangle**, board, #bow, -bowed, ward, way  
**leech** #eater, man  
**left**-brained, -bank (v.), -eyed, -eyedness, -footed,  
 -handed, -hander, -legged, most, -over, -sided,  
 -winger, -wingism  
**leg**piece, puller, pulling  
**lemon**-colored, -faced, -flavored, -scented, -tinted  
**length**ways, wise  
**leopard**-man, wood  
**let**-off, -up  
**letter**-bound, gram, head, -learned, #perfect, press,  
 -space (v.), -spaced, -spacing, (v.) -winged  
**level** #head, -headed  
**liberal**-minded  
**licker**-in (n.)  
**Lieutenant** #colonel, -coloneley, #governor, -gov-  
 ernorship  
**life**-beaten, -bereft, blood, boat, cord, -crowded,  
 -deserted, drop, #giver, #giving, guard, hold,  
 holder, -infatuated, -lengthened, like, long,  
 mate, -penetrated, -rent, saver, saving, -size,  
 -sized, -spent, spring, #sweet, -tide, time, timer,  
 -weariness, -weary, worthy  
**light**-adapted, -armed, -bearded, -bellied, boat,  
 -bodied, -borne, -brained, -built, -charged, -clad,  
 -colored, -complexioned, -disposed, #drab, #draft,  
 -embroidered, -faced, -fingered, -footed, -guilted,  
 -haired, -handed, -headed, -hearted, -heeled,  
 -horseman, house, houseman, keeper, -leaved,  
 -legged, -limbed, -loaded, man, -mouthed, -minded,  
 -poised, proof, -refractive, -robed, room, -rooted,  
 -sensitive, ship, -skinned, -spirited, -struck,  
 -thoughted, tight, weight (n., a.), -winged,  
 -witted, wood, -year  
**light**house #keeper  
**lighter**man, screw  
**like**-eyed, -fashioned, -featured, #looking, -made,  
 -minded, -natured, -persuaded, -shaped, -sized,  
 wise  
**lilac**-banded, -colored, -flowered, -headed, -tinted  
**lily**-cheeked, #clear, -cradled, -crowned, -fingered,  
 -handed, -paved, -robed, -shaped, -tongued,  
 #white, -wristed  
**limber**-neck (n.)  
**lime**bush, house, -juicer, kiln, light, lighter, man,  
 quat, rock, stone, wash, water  
**linch**bolt, pin, pinned  
**line**-bred, -breed (v.), -firing (v.), man, -out, -up,  
 -walker, #work  
**linear**-acute, -attenuate, -awled, -elliptical, -elon-  
 gate, -ensate, -filiform, -lanceolate, -leaved,  
 -lugulate, -oblong, -obovate, -setaceous, -shaped,  
 -subulate  
**link**boy, man, smith, work



linsey-woolsey  
 lintwhite (bird)  
**lion** #bold, -footed, -guarded, -headed, heart (n.),  
 -hearted, -hided, hood, -hued, like, -maned,  
 -mettled, proof, -thoughted, -toothed, -tailed  
 lipfish  
 listener-in  
**little** -footed, -haired, -headed, -known, -loved,  
 -minded, mouth (fish), neck (n.), -prized, -read,  
 -regarded, -statured, -trained, -traveled, -used  
 livestock  
**liver** -colored, -hearted, -hued  
 liveryman  
 loadstone  
 loanmonger  
**lobbig**, lolly, scouse, scouser, stick, tail, worm  
**lobster** proof, -tailed  
**lockbox**, -down, fast, -grained, jaw, hole, #maker,  
 #making, man, -out, pin, #pouch, smith, spit,  
 -up, work  
**lodestar**, stone, stuff  
**lodgeman**, pole  
 lodginghouse  
 loft-dried  
 loftman  
**logcock**, fish, head, man, roll, rolled, roller, rolling,  
 wood, work  
**loggerhead**, headed  
**long** -accustomed, #ago, -awaited, -awned, -bar-  
 reled, -beaked, #beard, -bearded, -bellied,  
 bill (n.), -billed, boat, -borne, bow, -breathed,  
 -buried, -celled, -clawed, cloth, -coated, -con-  
 tended, -continued, -dated, -delayed, -desired,  
 #distance, -drawn, -drawn-out, #enduring,  
 -established, -expected, -experienced, -faced,  
 -favored, -felt, -fibered, -fingered, fin, -finned,  
 -fleeced, -flowered, -forgotten, -fronted, -gowned,  
 -grassed, -haired, hand, -handed, -handled, #head,  
 -headed, -heeled, -hid, horn, -horned, jaw,  
 -jawed, #journey, leaf, leaved, -legged, legs,  
 -limbed, -memoried, -mouthed, -nebbled, neck,  
 -necked, nose, -nosed, -parted, #past, -planned,  
 -plumed, -projected, -protracted, -ribbed, -ridged,  
 -robed, -roofed, -rooted, -saved, -settled, -shafted,  
 -shanked, -shaped, shoreman, -shut, -sighted,  
 -sleeved, -snouted, -sought, -spined, -spun,  
 -spurred, -stemmed, -stretched, -suffered, -sun-  
 dered, -tailed, -tongued, -toothed, -visaged,  
 -waisted, -wedded, -winded, -wished, -withheld,  
 -wooled  
**look-down**, -in, out, -through  
 looker-on  
 looking #glass  
**loophole**, work  
**loose** -barbed, -bodied, -coupled, -fibered, -fleshed,  
 -girdled, -gowned, -hipped, -kneel, -limbed,  
 -lipped, -lived, -mannered, -mouthed, -packed,  
 -panicked, -robed, -skinned, -spiked, -strife,  
 -tongued, -topped, -wadded, -wived, -woven,  
 #writ  
**lop** -eared, heavy, sided, stick  
**lotus** -eater, -eating  
**loud** -mouthed, -roared, speaker (mechanical),  
 -spoken, -tongued, -voiced  
**love** -anguished, -begot, -begotten, bird, -bitten,  
 -born, -crossed, -delighted, -entangled, -enthralled,  
 -illuminated, -inspired, -laden, -learned, lock, lorn,  
 -mad, -madness, #maker, #making, mate, proof,  
 sick, sickness, smitten, spent, -starved, -stricken,  
 -touched, worthy, worthiness, -wounded  
 loving #kindness  
**low** -arched, -backed, -born, -boughed, -bowed, boy,  
 -breasted, -bred, brow, browed, -built, #caste,  
 -ceiled, -ceilinged, -conditioned, -crested, -crowned,  
 -down (n.), -downer, -ebbed, -feathered, -filleted,  
 -flung, -fortuned, -geared, -heeled, land, lander,  
 -lived, -masted, -minded, -muttered, -necked,  
 -pitched, -priced, -principled, -purposed, -rented,  
 -roofed, -set, -sized, -spirited, -spoken, -thoughted,  
 -toned, -tongued, -uttered, -voiced, -waisted,  
 #wattage, -wheeled, -withered, -witted  
**Low** (also High) -Church, -Churchism, -Churchist,  
 -Churchman, -Churchmanship  
**lower** -case (a, v.), most  
 luckpiece  
**lugmark**, sail, worm  
**lukewarm**, warmth  
**lumberjack**, man, some, yard  
**lumpfish**, man, sucker

lunchroom  
**lungfish**, -grown, motor, worm  
 lunkhead  
 lurchline  
**lute** -backed, -fashion, #maker, #making, -voiced  
 lying-in (n.)  
 lynx-eyed  
**lyrebird**, -guitar, man, tail, -tailed

**M**

**mace** #bearer, #head  
**machine** -broken, -cut, -drilled, -driven, -finished,  
 -forged, -hour, -made, man, #work  
**macroaxis**, cephalia, meter, method, photograph,  
 seismograph, structure  
**madbrain**, brained, cap, -doctor, -headed, house,  
 man, stone, woman  
**made-beaver** (n.), -over  
**magnetite** -basalt, olivinate  
**magneto** -chemistry, dynamo, -electric, meter,  
 -optics, printer, phone  
 maidservant  
**maidenhair**, hood, servant  
**mail** #bag, #box, -checked, -clad, #guard, man,  
 #plane, #pouch,  
**main** #brace, land, lander, mast, #pin, sail,  
 sheet, spring, stay, top, topman, -topmast,  
 -topsail  
 maizebird  
**major** -domo, #general, -generalcy, -generalship  
**make** -ado, -believe, -fast, -hawk, -ready, shift, -up  
**maker** -off, -up  
 making #up  
**malftan**, worm  
 mammatocumulus  
**man** -at-arms, back, bird, -begat, -bodied, -born,  
 #bote, -brute, -changed, #child, -created, -devised,  
 #eater, -enslaved, -fashion, #god, -grown, handle,  
 handled, #hater, #high, hole, hood, -hour, #keen,  
 #killer, like, kind, -made, -minded, -minute,  
 -of-war (ship), -of-war's #man, power, -ridden,  
 #rope, servant, -shaped, -size, -swear (v), slaugh-  
 ter, #slayer, -slaying, #stealer, #stealing, #stopper,  
 #stopping, -taught, #trap, ward, way, -wise,  
 -woman  
**mando** -bass, -cello, -lute  
 manesheet  
 mangleman  
 manic-depressive  
**mantelboard**, piece, shelf, tree  
**mantra** #maker, #making  
**many** -acred, -angled, -banded, -belled, -blossomed,  
 -branched, -breasted, -celled, -chambered, -col-  
 ored, -cornered, -eared, -eyed, -faced, -faceted,  
 -flowered, fold, -folded, -forked, -formed, -foun-  
 tained, -gifted, -handed, -headed, -horned, -hued,  
 -jointed, -knotted, -language, -layered, -leaved,  
 -legged, -lived, -lobed, -minded, -mouthed,  
 -plies, -pointed, -rooted, -sided, -spotted, -tailed,  
 -yeared  
**mapland**, -wise  
**marble** -arched, -breasted, #calm, -checkered, -col-  
 ored, -covered, -faced, #hard, head, -hearted,  
 -imaged, #looking, -minded, #pale, -paved, -pled,  
 -pillared, -ribbed, -topped, #white, wood, work  
 marcel #wave  
**marchland**, pane, ward  
 mare-rode  
**mare's-nest**, -tail  
 marine #finish  
**mark-down**, -off, shot, stone, -up  
 marker-off  
 market #ripe  
**marksman**, manship  
 marlpit, stone  
 marlinspike  
 marrow #bone  
**marshbuck**, #fire, fish, land, man  
 mashman  
 masonwork  
**mass** -minded, -produced, #word  
**mast** -fed, head, man, wood  
**master** -at-arms, #key, #mind  
**matboard**, -covered, #maker, #making, -ridden,  
 -roofed, #reed  
**matchboard**, #box, -lined, lock, maker, making,  
 #mark, #safe, stick, wood

maulstick  
**maw**bound, #mouth, worm  
**maybe**, day (radio), fish, hap  
**Maybird**, cock, #Day, fly, fowl, pole, poling, tide, time, wings  
**meadowland**, lark  
**mealman**, monger, mouth, tide, time, worm  
**mealy**-back, bird, bug, mouth, mouthed, wing  
**mean** #acting, -conditioned, -dressed, -souled, -spirited, time, #tone, while, -witted  
**meatbird**, -fed, fly, hook, -hungry, man, #works  
**mechanico-chemical**  
**medicolegal**, military, physical  
**mediumweight** (n., a.)  
**meek**-browed, -eyed, -hearted, -mindedness, -spirited  
**mellow**-colored, -eyed, -flavored, -lighted, #ripe, -tasted, -tempered, -toned  
**melon**-faced, fly, -formed, #grower, -laden, -leaved, like, monger, -shaped  
**menfolk**, kind  
**merchantlike**, man, #ship  
**meritmonger**  
**mermaid's-hair**  
**merman**, mother, woman  
**merry**-andrew, -eyed, -faced, -go-round, maker, making, #meeting, -minded, #thought, trotter, wing  
**messman**, mate, room  
**metalammonium**, -bound, -bushed, -clad, -clapped, -coated, -covered, craft, -decorated, -edged, -embossed, -forged, -framed, -jacketed, -lined, lometer, organic, -sheathed, -studded, -tipped, ware, work, working, #works  
**meter**-amperes, gram, -kilogram, man, -millimeter  
**methanometer**  
**methinks**  
**methylmalonic**, sulphuric  
**mezzo**-relievo, -soprano, tint, tinter  
**Michaelmasteide**  
**microammeter**, ampere, bar, barograph, battery, burner, chronometer, erg, farad, gram, meter, -movie, -needle, -organism, pin, second, volt, weber  
**mid** or 'mid (amid or amidst) not a prefix  
**mid** (contraction of middle) preceding capitalized word, use hyphen: mid-America, mid-Pacific; mid-dish, mid-ice; rest one word  
**middle**-aged, #breaker, -burst, -colored, -growthed, -horned, man, most, -sized, #splitter, -saturated, -wooled, weight (n., a.), -witted, woman  
**might**-be (n.), -have-been (n.)  
**mighty**-brained, -handed, -hearted, -minded, -mouthed, -spirited  
**mild**-aired, -aspected, -brewed, -cured, -eyed, -faced, -flavored, -hearted, -mannered, -mooned, -savored, -scented, -spirited, -spoken, -tempered, -tongued, -worded  
**mile**-ohm, post, -pound, stone, -ton, way  
**milfoil**  
**mililitaman**  
**milk**-blended, -borne, -faced, -fed, fish, head, -hued, -livered, maid, man, shed, sick, sop, stone, #white  
**millboard**, clapper, #course, #dam, feed, #hand, -headed, #house, man, #owner, #post, race, #ring, #run, -run (v.), #site, #stock, stone, stream, tail, work, worker, wright  
**mince**meat  
**mind**-infected, sick, -stricken, #healer, sight  
**mine** #owner, #run, #ship, #worker  
**minsteryard**  
**mintmaster**  
**minuteman**  
**mirror**-faced, scope  
**mischief** #maker, #making  
**missmark** (n.)  
**mist**-blotted, -blurred, bow, -clad, -covered, -enshrouded, fall, -laden  
**miter**-lock (v.)  
**mittelhand**  
**mix-up**  
**mizzenmast**, top, topman  
**mobcap**, capped  
**mockbird**, -heroic, -heroically  
**mockingbird**, stock  
**model** #maker, #making  
**modern**-bred, -built, -made, -practiced  
**molarimeter**

**moldboard**, -made  
**molecast**, #catching, -eyed, #head, heap, hill, -sighted, skin  
**mollycoddle**  
**Mondayland**  
**money** #bag, -bloated, -bound, #box, #changer, #grubber, #grubbing, #lender, -mad, #maker, #making, monger, mongering, #saver, #saving  
**monkbird**, board, craft, fish, hood, monger, ship  
**monkey**-faced, #god, like, pot, shine, tail (naut.) #wrench  
**monoacid**, clinic, cycle, -ideism, -ideistic, -ion  
**monster**-guarded, -infested  
**monte-jus**  
**moonbeam**, bill, -blanched, -blasted, -blind, -blindness, blink, -born, #bright, -browed, #calf, -charmed, -crowned, #culminating, down, drop, eye, eyed, face, faced, fall, fish, -gathered, #gazing, #glade, glow, #gray, head, light, lighter, lighting, lit, -mad, man, path, raker, raking, ray, rise, sail, set, shade, shine, shiner, shining, shiny, sick, stone, stricken, struck, tide, -tipped, -touched, -trodden, #white, -whitened  
**moorbird**, #cock, fowl, #hen, land, lander, man, tetter  
**moosebird**, #call, fly, wood  
**mopboard**, head, headed, stick, -up  
**mope**-eyed  
**mopper-up**  
**moreover**, pork (bird)  
**morningtide**  
**morntime**  
**Morocco**-head, jaw  
**mortarboard**, ware  
**mortgageholder**  
**mossbuck**, backed, -bound, -begrown, -bordered, #bunker, -clad, -covered, -crowned, #green, -grown, head, -inwoven, -lined, trooper, -woven  
**most-favored-nation** (u. m.)  
**moth**-eaten, worm  
**mother** #gate, hood, -in-law, land, -of-pearl, -spot  
**motivemonger**  
**motley**-minded  
**motomagnetic**, phone  
**motorboat**, bus, cab, #camper, car, cycle, cyclist, -driven, drome, man, -minded, ship, truck, way  
**mound** #builder, #building, #maker, work  
**mountain**-built, -girdled, #high, top, -walled  
**mouse** #brown, -colored, #dun, -eared, -eaten, fish, hawk, #hole, #trap  
**mouth**-footed, -made, piece, wash  
**movie** goer, land  
**mowburn**, burnt, land  
**muckrake**, raked, raker, raking, worm  
**mud** #bank, #bar, -bespattered, -built, cap, #color, -colored, -exhausted, fish, flow, guard, head, hole, -lost, -roofed, -shot, sill, skipper, -splashed, stain, stone, sucker, track  
**muddlehead**, headed  
**muddy**-brained, breast, -headed, -mettled  
**muffleman**  
**mughouse**  
**mugwump**  
**mulberry**-faced  
**muleback**, man  
**multiple**-tuned  
**mumble**-the-peg  
**muscle**-bound, -celled, #maker, #making, -tired  
**music**-footed, -mad, monger, -tongued  
**musk** #hog, #ox, rat, wood  
**muttonbird**, #chop, head, -legger, monger  
**muzzle**-loader, #loading, wood  
**myrioscope**  
**myrtlebird**

## N

**nail** #bin, #brush, head, headed, #hole, #maker, -pierced, print, -shaped, #shop, sick, smith, -studded, -tailed  
**naked**-armed, -bladed, -eared, -eyed, -flowered, -footed, -fruited, -seeded, -stalked, -tailed  
**namby-pamby**, -pambies  
**narrow**-backed, -billed, -bladed, -brained, -breasted, -celled, -cheded, -ended, -eyed, -faced, -fisted, -gaged, -headed, -hearted, -minded, -mouthed, -necked, -nosed, -petaled, -rimmed, -shouldered, -skulled, -souled, -spirited, -streeted, -throated, -toed, -visioned, -waisted  
**Nation**-wide



nature #print

nazi-ism

**near** #acquainted, #adjoining, #bordering, by, #coming, #dwelling, #fighting, #following, #growing, most, #resembling, sighted, #smiling  
**neat**-dressed, -faced, -fingered, -folded, -footed, -handed, herd, herdess

**neck** #band, #break, cloth, #deep, fast, #guard, #high, hole, lace, laced, #line, #mold, piece, tie, wear

**needlebill**, -billed, #book, bush, #case, fish, -leaved, -made, #maker, #making, man, monger, -nosed, -pointed, proof, -scarred, -shaped, #sharp, stone, woman, work, worked, worker

ne'er-do-well

negrohead

**nerve** #ache, -celled, -deaf, -deafness, -racked, -ridden, -shaken

**netball**, #braider, -fashion, fish, #maker, #making, man, monger, -veined, -winged, work

netsman

**nettlebird**, fire, foot, some

**never**-was, more, -strike, theless

**new**-admitted, #apparel, #array, -awaked, -begotten, -blown, born, -built, comer, -created, -cut, fangle, fangled, -fashioned, -front (v.), -grown, -laid, -light, -made, market, -modeler, -mown, -rich, -rigged, -risen, -written, -wrought

**newsbill**, board, boat, boy, -greedy, #letter, #making, man, monger, paper, paperdom, paperized, paperman, print, #reader, #reel, room, #sheet, stand, #teller

**nick**-eared, name, named, naming, stick

**niggerfish**, goose, head

**nigh** #destroyed, #drowned, #ebbed, #naked, #post, #spent

**night** #black, cap, capped, -clad, -cloaked, -cradled, #dark, dress, -enshrouded, -eyed, fall, fallen, -filled, fish, flit, fly, -folded, -foundered, fowl, gown, grown, -haired, -haunted, hawk, -hid, #long, man, -mantled, mare, -overtaken, -scented, shade, shirt, stock, -struck, #swift, -swollen, tide, time, -velled, wake, walker, walking, ward, wear, #work, #worker

**nimble**-brained, -eyed, -featured, -fingered, -footed, -headed, -heeled, -jointed, -mouthed, #moving, -pinioned, -spirited, -tongued, -toothed, -winged, -witted

**nine**-banded, -circled, -corned, -eyed, fold, -hole, -jointed, -killer, -lived, #part, pence, penny, -pounder, score, -spined, -spotted, -tailed, -voiced

**ninnyhammer**, watch

**no**-ball, body, way, where, whither, wise

**noble**-born, -courage, -featured, -fronted, -hearted, #looking, man, -minded, -nated, -spirited, -tempered, -visaged, woman

no!-pros

**non**-civil-service (u. m.), -coal-bearing (u. m.), cooperation, ego, neutral, -pros

**noon**day, light, lit, stead, tide, time

**north**-bound, -northeast, #polar, ward

**nose** #band, -belled, bleed, #bone, #dive, fish, gay, -grown, #high, hole, -leafed, -led, #nippers, piece, -pulled, -shy

notwithstanding

**notch**board, wing

**note**book, #case, head, holder, paper, worthy

**novel**craft, -crazed, mongering, sick, wright

**now** #accumulated, adays

numskull

**nurse**girl, hound, keeper, maid, tender

**nursery**maid, man

**nut**breaker, #coke, cracker, gall, hatch, #hook, #jobber, pecker, #pick, -shaped, shell, #sweet

## O

**oak**-beamed, -boarded, -clad, -covered, -crested, -crowned, -leaved, -timbered, -wainscoted, wood

**oar**cock, fish, -footed, locker

**oars**man, woman

**oat** #bin, #cake, #ear, -fed, field, #fowl, land, meal, #seed, -shaped

**oath**-bound

**oblong**-acuminate, -cordate, -cylindric, -elliptic, -elliptical, -falcate, -hastate, -lanceolate, -leaved, -linear, -ovate, -ovoid, -spatulate, -triangular, -wedge-shaped

**ocean**-born, -borne, -bound, -compassed, -flooded, -girdled, -guarded, -rocked, -severed, side, -skirted, -sundered, #wide, -wise

**odd**-come-short, -fangled, -humored, -jobber, -jobman, #looking, -mannered, -numbered, -shaped, -toed

**off**beat, -colored, -corn, -flavor, grade, hand, handedly, handedness, let, look, print, scape, scour, scum, set, shoot, shore, side, sorts, spring, type, ward, wheel, white

**office** #bearer, holder

oftentimes

**ohm**-ammeter, meter

**oil**bird, can, cloth, coat, -driven, -fed, -filled, -finished, -fired, fish, #forming, -fueled, -hardened, hole, -insulated, -laden, -lit, man, monger, mongery, paper, proof, proofing, seed, skin, -soaked, stock, stone, stoned, stoning, #stove, -tempered, tight, tightness, way

**old**-aged, -clothesman, -established, -faced, fangled, -fashioned, -fogyism, -fogyist, -gathered, -gentlemanly, #growing, -hearted, #looking, #maid, -maish, -new, -sighted, -sightedness, #standing, #time, -timer, wife (fish), -womanish, -womanly, -young

**olive**-backed, -bordered, -cheeked, -clad, -colored, -complexioned, #pale, -shaded, -shadowed, -sided, -skinned, wood

oliversmith

**omni** (combining form) bus

**on**coming, -dit, -drive (v.), flow, flowing, -go, -going, hanger, -hit, laid, lay, laying, looker, looking (n.), march, rush, rushing, set, shore, slaughter, sweep, sweeping, to, waiting, ward

**once**-over, -run

**one**-acter, -armed, -blade, -bladed, -buttoned, -celled, -chambered, -classer, -colored, -cusped, -decker, -eared, -eyed, -eyedness, -finned, -flowered, fold, -footed, -grained, -half, -handed, -handedness, -legged, -leggedness, -ness, -sided, -sidedly, -sidedness, -step, -striper, time (a., adv.), -two, -two-three

one's #self

**onion**-eyed, peel, skin

**open**-airishness, -airness, -armed, -armedly, #back, -backed, beak (n.), bill (bird), -breasted, -cast, -cheated, -countenanced, -cribbed, -cut, -doored, -eared, -ended, -eyed, -faced, -flowered, -fronted, -frontedness, -grained, -handed, -handedly, -handedness, -hearted, -heartedly, -heartedness, -minded, -mindedness, -mouthed, -mouthedness, -patterned, #pit, -pitted, -roofed, -rounded, -shelved, -shopper, -sided, -sidedly, -sidedness, -sleeved, -spaced, -spacedly, -spacedness, -spoken, -spokenly, -spokenness, -timbered, #top, -topped, #view, -visaged, -webbed, -webbedness, -windowed, -tailed, -throated, -tipped, -winged, work, worked

**opera**-mad, meter

**orange**ade, bird, -colored, -crowned, -eared, -fleshed, -flowered, -headed, -hued, man, #peel, #red, -shaped, -sized, -striped, -tailed, -throated, -tipped, -winged, woman, wood

orchardman

oreman

organ-piano

**ortho** (combining form) clase, -cousin

**otherness**, whence, where, wise, -worldiness, -worldly

**out**-and-outer, board, -bound, box, brag, do, doors, field, -group, house, -kneel, law, #loud, maneuver, -of-date (u. m.), -of-dateness, -patient, -soul, stroke, swim

outward-bounder

**oval**-arched, -faced

**ovate**-acuminate, -conical, -deltoid, -oblong

**ovato** (combining form) acuminate, deltoid

**oven**bird, -dry (v.), man, peel, stone, ware, wise

**over**-all (u. m.), all (n.), alls (n.); rest one word

**owl**-eyed, -faced, -haunted, head (bird), -headed, light, -sighted, -winged

**own**hood, -rooted

**ox**bird, biter, blood (color), #bow, boy, brake, cart, -eyed, fly, gall, gang, gate, goad, harrow, hide (leather), hoft, horn, #house, like, man, shoe, skin, tail, tongue

**oyster**bird, fish, #house, man, root, seed, shell, woman

## P

paceboard, maker, making  
**pack** #builder, cloth, #horse, -laden, #maker, #making, sack, saddle, staff, thread, ware, way  
**pad** cloth, lock, nag, stone, tree  
**paddlecock**, fish, wood  
**page** #proof  
**pain**-afflicted, -distorted  
**painstaker**, taking, worthy  
**paint**-bespattered, #box, #brush, #filler, #pot, -splashed, -spotted, -stained, work, -worn,  
**pair**-oar, -oared  
**palebelly**, -blooded, #blue, breast, #bright, buck, -cheeked, -colored, -complexioned, -dried, -eared, -eyed, face (n.), -faced, -hearted, -hued, -leaved, -livered, #looking, #reddish, -refined, -souled, -spirited, -spotted, -striped, -tinted, -visaged  
**pallbearer**, -mall  
**pallid**-faced, #looking  
**palmi** (combining form) nerved  
**palm**-crowned, -fringed, -shaded, -thatched, -wise, worm  
**palsy** #quaking, -shaken, #shaking, -sick, -stricken, -struck  
**pan** (prefix) -American, -Anglican, cosmic  
**Pan** #American Union (official usage)  
**pan-broil** (v.), cake, dowdy, drop, #fish, handle, head, headed, man, side, smith  
**panelwork**  
**panic**-driven, monger, -stricken, -struck, -stunned  
**pantryman**  
**paperback** (n.), -backed, bark, board, -bound, -capped, hanger, hanging, #maker, #making, mouth (fish), -shelled, -shuttered, #thick, #thin, weight, #whiteness, -windowed  
**papier-mâché**  
**para** (prefix) -analgesia, -anesthesia, central  
**parcel** #blind, #deaf, #divine, #drunk, #Greek, #guilty, #Latin, #learned, #mad, -plate (v.), #popish, #stupid  
**parchment**-colored, -covered, -faced, #maker, -skinned, -spread  
**pari-mutuel**  
**parsley**-flavored, -leaved  
**part**-created, -done, -earned, -finished, -heard, -opened, #time, -timer  
**parti**-coated, -colored, -membered, -mortgage, -mortgaged, -striped, -walled  
**passback**, book, key, man, -out (n.), over, port, word  
**passageway**  
**passer-by**  
**passion** #blazing, #breathing, -colored, -distracted, -driven, #feeding, -filled, -fraught, -frenzied, -guided, -kindled, #kindling, -led, -proud, -ridden, -shaken, -smitten, -stirred, -stung, -swayed, -thrilled, #thrilling, tide, -torn, -tossed, -wasted, -winged, -worn  
**pasteboard**, down  
**pasty**-faced  
**pat-a-cake**  
**patchhead**, word, work  
**pathbreaker**, finder, finding, way  
**patrolman**  
**patty-cake**, pan  
**pauper**-born, -bred, #breeding, -fed, #feeding, #making  
**pawnbroker**, brokerage, broking, #shop  
**pay** #day, master, mistress, -off (n.), #roll  
**peabird**, chick, coat, cock, cod, fowl, hen, jacket, nut, #shooter, -sized, stick, sticking  
**peace**-blessed, breaker, breaking, -enamored, -billed, maker, making, man, monger, mongering, time, -trained  
**peach**-colored  
**pearl**-besprinkled, bird, -bordered, -coated, -colored, -crowned, -encrusted, -eyed, fish, #fishery, -gemmed, -handled, -headed, -hued, -lined, -lipped, #pole, #pure, #round, -set, #sides, -studded, -toothed, -wreathed  
**pearmonger**  
**peasecod**, -bellied  
**peat** #house, man, -roofed, #ship, -smoked, #stock, wood  
**peau-d'orange** (Fr.)  
**pebble**-covered, -dashed, -hearted, -paved, stone, -strewn, ware

**peel** #house, man  
**peepeye**, hole  
**pelican's-foot** (shell)  
**pell-mell**  
**penbard**, #eattle, craft, dragon, dragonish, dragonship, #driver, fish, head, holder, #keeper, knife, #maker, #making, man, manship, master, pusher, #rack, script, -shaped, #stock, tail, #trough, wiper, woman, #work, #worker, wright, -written  
**penny-a-liner**, bird, rot, weight, wrinkle, -wise  
**penthouse**  
**people** #blinding, -born, #devouring, #loving, -pestered, #pleasing  
**pepper** #box, corn, grass, mint, wood  
**percent**, centage, #centum  
**per** (prefix) oxide  
**peri** (prefix) cycle  
**pesthole**, house, -ridden  
**petersham**  
**petro** (combining form) glyph, -occipital  
**pewfellow**, holder  
**phono** (combining form) graph  
**photo** (combining form) active, electric, engrave, graph, gravure, meter, -oxidation, telegraph  
**phrase** #maker, #making, man  
**phyllo** (combining form) cactus  
**phylo** (combining form) cycle, -French  
**physico** (combining form) chemical  
**pianoforte**  
**pick-a-back**, ax, lock, man, maw, -me-up, -nosed, -over, penny, pocket, pole, #shaft, smith, some, tooth, -up, #work  
**picker-up**  
**pickleman**, worm  
**picture**-broidered, craft, -hung, #maker, #making, -pasted  
**piebald**, -eyed, -gow, #house, man, #marker, pan, plant, print, #shop, -stuffed, wife, woman  
**piece-dye**, meal, #work, #worker  
**pie-dilled**, -coated, -colored, -faced, -winged  
**piehead**  
**piezo** (combining form) electric, metric, -oscillator, resonator  
**pig-back** (v.), -backed, #backing, -bellied, #belly, -bribed, -chested, -eyed, face, -faced, fish, foot, -footed, -haired, -haunted, head, headed, headedly, headedness, herd, #jaw, -jawed, -jump (v.), -jumped, -jumper, #jumping, #maker, #making, man, pen, skin, #sticker, sty, #tail, -tailed, tight, wash, yard  
**pigeon**-breasted, -breastedness, gram, -hearted, hole, holed, holer, holing, -livered, man, #tail, -toed, #toes, wheat, #wing  
**pike-eyed**, man, monger, -snouted, staff, tail  
**pile** #work, worm  
**pill** #box, bug, #maker, #making, monger, -shaped  
**pillo** waste, #work  
**pilotman**  
**pinball**, #case, cushion, -eyed, fall, feather, feathered, feathering, #fire, fish, #flat, #fold, #folding, head, headed, hold, hole, #hook, #lock, #maker, #making, prick, proof, rail, tail (bird), -tailed, wheel, wheeled, wheeling, wing, #work, -worked, #working, worm  
**pince-nez** (Fr.)  
**pinch** #bar, beck, cock, gut, -hit (v.), penny  
**pineapple**, #bearing, -bordered, -built, -capped, -clad, -covered, -crested, -crowned, -dotted, -drops, -encircled, -fringed, land, sap, -sequestered, -shaded, #shipping, wood, #woods  
**ping-pong**  
**pink**-blossomed, -bound, -breasted, -checked, -cheeked, -coated, -colored, -eared, eye (n.), -eyed, -faced, fish, -fleshed, -flowered, #foot, -footed, -leaved, -lipped, -ribbed, -shaded, -shelled, -skinned, -sterned, #stockings (n.), -striped, -tinted, -veined, #violet, #white  
**pipe** #clay, -drawn, fish, #fitter, #layer, #laying, #line (n.), -line (v., adj.), -lined, #lining, man, #mouth, -necked, -shaped, stem, stone, #walker, work  
**pippinface**, faced, -hearted  
**pistolgram**, graph, proof  
**piston** #head, #rod  
**pit-a-pat**, bird, #blackness, -eyed, fall, -headed, #maker, #making, man, #mark, -marked, pan (boat), -rotted, saw, side, -specked, wood, #work (mining), wright



- pitch-and-run** (golf), -blackened, #blackness, blende, #brown, -colored, #dark, #darkness, -faced, fork, hole, -lined, man, -marked, -out (n.), pike, #plaster, -plastered, #plastering, poll, -stained, stone, #work (mining)
- pitter-patter**
- pity** #begging, -bound, -moved, worthy
- place-kick** (v.), #maker, #making, man, manship, monger, mongering, -proud
- placid**-featured
- plague**-beleagued, -infested, proof, -stricken
- plain**back (fabric), -bodied, -bred, -clothed, -edged, -faced, -featured, -garbed, -headed, -hearted, -looking, -mannered, -pranked, -soled, -spoken, -spokenness, tail
- plane**-polarized, #table, -table (v.), -tabled, -tabling (v.)
- planet**-stricken, -struck
- plano** (combining form) convex
- plant #house
- plantsman
- plaster**bill (bird), board, work
- plathand
- plate** #carrier, fish, -glazed, #holder, -incased, #layer, maker, making, man, -roll (v.), -rolled, way, #work, #worker
- platter**face, faced
- play**-act (v.), -back (n.), #bill, book, #box, boy, #broker, craftsman, day, fellow, field, folk, goer, going, ground, house, #maker, #making, man, mate, mongering, -off, #reader, #right, room, #script, thing, time, woman, work, wright, wrightery, wrighting, #writer, #writing, -yard
- pleasant**-faced, -minded
- pleasure**-bent, -bound, -greedy, man, monger, -tempted, -tired, -wasted, -weary
- pledge**-bound, -free, #shop
- pneuro** (combining form) bronchial
- plotproof
- plover-billed
- plow**boy, -bred, -cloven, fish, #foot, #gang, #light, #line, #maker, #making, man, #point, -shaped, share, #shoe, #staff, #tail, wise
- plug**board, drawer, man, #tray, -ugly
- plum**-colored, -shaped, -sized, -tinged
- plume**-crowned, -decked, -dressed, -embroidered, -fronted, #gay, #maker, #making, -plucked, #soft, -stripped
- pluto** (combining form) mania
- pneumato** (combining form) gram
- pneumo** (combining form) gastric
- pock**house, mark, marked, -pit (v.)
- pocket**book, -eyed, knife, piece, -sized, #veto
- poet**-artist, -painter
- point**-blank, #event
- pointsman
- poison**-barbed, -dipped, -fanged, -fed, -laden, #maker, -sprinkled, -tinted, -tipped, -toothed
- poke** #bonnet, -bonneted
- polarm**, -armed, ax, axer, burn, cat, -dried, head, man, -masted, -pile (v.), #rot, #setter, -shaped, stack, #trap
- policeman**, woman
- policyholder
- poll** #parrot, #tax
- pollen** #bearing, -covered
- pond**fish, grass, man
- pooch-pooch
- poolroom
- poor**-blooded, -charactered, -clad, -folksy, house, -minded, -sighted, -spirited, -spiritedness, will
- popcorn**, eye (fish), -eyed, gun, -over (n.)
- poplar**-covered, -flanked
- poppy**-bordered, cock, -colored, -crowned, fish, -flowered, -haunted, #head, -sprinkled
- porkfish
- port**crayon, cullis, fire, folio, hole, hook, last, man, manteau, -mouthed, reeve, side, sider, #vent
- porterhouse
- post** #auger, #bag, #bellum, -bellum (u. m.), #boat, #box, boy, #captain, #car, #card, #cedar, #chaise, #chariot, classic, #coach, date, face, fact, fix, fixed, -free, graduate, #hole, #horn, #horse, #house, man, mark, marked, master, meridian, #mill, mistress, #mortem, -mortem (u. m.), note, nuptial, #oak, #office, #roads, #route, #runner, script, #town, #trader, -war, woman, yard
- potash**, -au-feu, bank, belliced, belly, boil, boiled, boiler, boiling, -bound, boy, #clay, #color, #crook, eye, girl, gun, #hanger, head, herb, #hole, hook, hookery, house, hunter, #lid, #liquor, luck, man, pie, pourri, #rack, #roast, -roast (v.), #rustler, sherd, shoot, shot, #stick, stone, valiancy, valiant, valantly, valiantry, valor, waller, walling, wallpaper, ware, #wheel, whisky, #work
- poultryman
- pond** #cake, -foolish, -foot, keeper, man, master, meal, #stone, worth
- poverty-stricken
- powder** #black, #blue, -charged, #flask, #gray, man, -marked, -scorched, -tinged
- pow-wow
- power**boat, -driven, -house, monger, -operated
- praise**-fed, -spoiled, worthily, worthiness, worthy
- pre** (prefix) -Cambrian, exist, -war
- president-elect
- press** #agency, #agent, board, fat, feeder, feeding, -forge (v.), -made, man, #mark, master, -noticed, -pack (v.), room, woman, work, worker
- price** #list, #notice
- prick**-eared, #punch, seam, shot, spur, timber, wood
- prickly**-finned, -fruited
- pride**-blind, -bloated, -fed, -inflamed, -ridden, sick, -swollen
- priest** #baiting, cap, craft, -educated, fish, -guarded, hood, -led, -prompted, -rid, -ridden, shire, -wrought
- priest** (dual titles take hyphen) -astronomer, -monk, -prince
- prim**-lipped, #looking, -mannered, -mouthed
- prima-facie (u. m.)
- prime-ministership
- prism**rose-colored, -decked, -dotted, -haunted, -leaved, -scented, -spangled, -starred, tide, time, -tinted
- prince**craft, -protected, -proved, -ridden, -trodden
- printing**, #works
- print** #ink, #machine, #office, #press
- prison**-bound, -bred, -caused, -free, -made, -taught
- prittle-prattle
- privateersman
- prize** #holder, #taker, #winner, worthy
- prooptic**, #rata, -rata (u. m.), rate
- probe-pointed
- procès**-verbal (Fr.), -verbaux
- profit**monger, mongering
- promise**-bound, -crammed, -fed, -led
- prong**back (n.), -hoe (v.), horn (n.), -horned
- proof**read, reader, reading, room
- protoblast**, -Egyptian, -Greek
- proud**-blind, -blooded, -crested, -hearted, -minded, -pared, -pillared, -quivered, -spirited, -stomached
- pseudo** (if second element is a technical or scientific term, make one word, using hyphen before capitalized term: alkaloid, anthropology, -Eocene; if second element is a nontechnical or nonscientific term, make two words, using hyphen with unit modifiers: #accident, #actor, -broker (u. m.), #mechanic)
- psycho** (combining form) physics
- public**-hearted, -minded, -schoolled, -spirited, -voiced
- puckermouth** (fish)
- pudding**head, headed, house
- puff**back (bird), ball, bird, -leg, wig
- pug**mill, miller, -nosed
- puñ**-back, boat, devil, -down, -off, -on, -out, -over, -through, -up
- puller**-in, -out
- pulley-shaped
- pulling-out
- pulp**board, stone, wood
- punch**board, marked
- punt**about, out
- puppet**man, master
- pure**blood (n.), -blooded, -bosomed, bred, -eyed
- purple**-awned, -backed, -berried, #black, #blue, #brown, -clad, -coated, -colored, #crimson, -eyed, -faced, -flowered, #green, -headed, heart, -hued, -leaved, -nosed, #red, -robed, #rose, -skirted, -spiked, -spotted, -stemmed, -streaked, -tailed, -tipped, -topped, -veined, -vested, wood, #yellow
- purse**-eyed, -lined, -lipped, -mad, -pinched, -proud, -shaped, -swollen

**pushball**, -off, pin  
**pusscat**  
**pussycat**, foot, footed  
**put-and-take**, -back, -off, -on, -out, -up, -upon  
**putter**-in, -off, -on, -out, -through, -up  
**putty** #blower, -colored, -faced, head -hearted,  
 -jointed, -powdered, -stopped, work  
**puzzlebrain**, -cap, head, headed, man, -monkey,  
 pate, pated, wit  
**pyx** #jury

## Q

**Q-boat**, -Celt, -language, -ship  
**quagmire**  
**quaint**-costumed, -eyed, -felt, -shaped, -spoken,  
 -stomached, #witty, -worded  
**qualmsick**  
**quarry**-faced, man, stone  
**quarter**-angled, back, #boards, -bound, -breed, #cast,  
 -cleft, -cut, -deck, -decker, -final, land, man,  
 master, -miller, pace, -pointed, -saw (v.), -sawed,  
 #sawing, -sawn, -sheet, -shot, staff, stretch  
**quartermaster** #general, -generalship, #sergeant  
**quasi** #absolute, #absolutely, #authority, #citizen,  
 #classic, #uplift  
**queen** #cake, craft, cup, fish, hood, right  
**queer**-eyed, -faced, -headed, -legged, #looking,  
 -made, -shaped, -spirited, -tempered  
**quick**-born, #change, -compounded, -drawn, -eared,  
 -firer, foot, -gone, -handed, hatch, -hearted, lime,  
 -minded, -nosed, -paced, -raised, sand, -saver, set,  
 -sighted, silver, silvered, silvering, -spirited, step,  
 -tempered, -thoughted, -voiced, -winged, -witted,  
 -wrought  
**quillback**, fish, tail, work  
**quintuple**-nerved, -ribbed  
**quirewise**  
**quitclaim**, claimed, rent

## R

**rabbit**-backed, #ear, -eared, -faced, #foot, -hearted,  
 #meat, #mouth, -mouthed, -shouldered, skin  
**rabble**-chosen, proof  
**race**-about, course, goer, like, #track, way  
**rackabones**, board, lashing, master, #renter, way,  
 #work  
**radioacoustics**, actinium, active, #amplifier,  
 #antenna, #beacon, #bearing, #broadcast, carpal,  
 cast, #channel, chemistry, chrometer, #communi-  
 cation, #compass, conductor, dermatitis, detector,  
 diagnosis, digital, dynamic, element, #engineer,  
 #field, #frequency, goniometer, gram, graph, hume-  
 ral, lead, #link, luminescence, man, metallog-  
 raphy, meter, metric, micrometer, movies,  
 muscular, necrosis, neuritis, #observer, palmar,  
 pelvimetry, phare, phone, photograph, praxis,  
 #range, #receiver, scope, #set, sensibility, sensi-  
 tive, #spectator, stereoscopy, surgery, symmetri-  
 cal, technology, telegram, telegraph, telephone,  
 tellurium, thallium, therapeutics, therapy,  
 thorium, #transmitter, transparent, trician, tron,  
 tropic, #tube, ulnar, vision, #wave  
**raftman**  
**raftsman**  
**ragamuffin**  
**ragfish**, #house, -made, picker, #seller, time  
**railbird**, -borne, head, man, -ridden, road, roader,  
 way  
**rain**-awakened, band, -beat (n.), -beaten, bird,  
 -bitten, -bleared, -bound, bow, #bright, burst,  
 coat, -damped, -drenched, -driven, drop, fall,  
 fowl, -fraught, #god, -guttled, light, proof,  
 -scented, -soaked, -sodden, #soft, spout, storm,  
 -streaked, -swept, tight, wash, -worn  
**rainbow**-arched, -clad, -colored, -edged, -girded,  
 -hued, #large, -painted, -sided, -skirted, -tinted,  
 -winged  
**rake**-hell (n.), -helly, -hellish, -off  
**ramboozie**, head, line, rod, shackle  
**ram's-horn**  
**ranche**man, woman  
**range** #finder, keeper  
**rank**-brained, -grown, -minded, -scented, -winged  
**rapid**-fire (u. m.), -firer, -footed, -mannered  
**rapture**-bound, -ravished, -smitten, -touched,  
 -wrought  
**rarebit**, -bred, -felt, ripe, -seen

**rashbrain** (n.), brained, -conceived, -embraced,  
 -headed, -hearted, -levied, -minded, -pledged,  
 -spoken, -thoughted  
**rat-a-tat**, #bite, #catcher, -colored, -deserted, -eyed,  
 fish, -gnawn, #hole, -infested, -inhabited, line,  
 proof, -ridden, -riddled, #tail, -tailed, tight, #trap  
**rate**-aided, #payer, #paying  
**rattlebag**, bones, box, brain, brained, head, headed,  
 mouse, nut, pate, pated, ran, skull, skulled,  
 snake, trap  
**raven**-colored, -feathered, -haired, -plumed, stone,  
 -toned, -torn  
**rawboned**, bones, -colored, -edged, -faced, -handed,  
 head (n.), headed, hide, #looking, -mouthed,  
 -nosed, -ribbed, -striped, #wool  
**ray**-fringed, -gilt, -girt, -illuminated, -lit, -strewn  
**razorback** (n.), -backed, bill, -billed, -bladed,  
 -bowed, -edge, -edged, #grinder, #keen, -leaved,  
 #maker, #making, man, -shaped, #sharp, #strop,  
 -tongued, -weaponed, -witted  
**rattle-dazzle**  
**ready**-armed, -beaten, -bent, -braced, -built, -coined,  
 -cooked, -cut, -dressed, -formed, -furnished,  
 -grown, -handed, -made, -mixed, -mounted,  
 -penned, -prepared, #reference, -sanded, -sensi-  
 tized, -shaped, -starched, -tongued, -typed, -winged,  
 -witted, -worded, -written  
**rearhorse**, most, #view, ward  
**receiver(s)** #general  
**rectoabdominal**  
**red**-armed, -banded, -barked, -beaded, -billed,  
 bird, breast, bug (apple), cap, -cheated, -clad,  
 coat, -colored, -combed, -crested, -died, -eared,  
 -edged, eye (n.), -eyed, -faced, finch, fish, -gilled,  
 -haired, -handed, head, -headed, #hot, #lead (n.),  
 -leaved, -painted, -plumed, -rimmed, -shirted,  
 skin (n.), -skinned, -tailed, #tape (n.), -taper,  
 -tapist, -throated, -tiled, -vested, -walled, ward,  
 -winged, wood  
**reedbird**, -bordered, buck, bush, -clad, -compacted,  
 -crowned, -grown, #maker, #making, plot,  
 -shaped, -thatched, work  
**reef** #knoll, #knot  
**regular**-bred, -built, -featured, -shaped, -sized  
**re-ice**  
**reichsmark**  
**remainderman**  
**rendrock**  
**repairman**  
**representative** #at #large  
**restbalk**, -cured, #house, -refreshed, #room  
**return-cocked**  
**rhinestone**  
**rhodestwood**  
**rhyme**-fettered, -free, #maker, #making, -tagged  
**ribbon**, banded, -faced, -grated, -mauled, -nosed,  
 -pointed, -striped, -supported, -welted, work  
**ricebird**, #cake, land, #throwing  
**rich**-appareled, -attired, -bedight, -bound, -built,  
 -clad, -conceited, -distilled, -embroidered, -fig-  
 ured, -fleece, -fleshed, -haired, -jeweled, -laden,  
 #looking, -minded, -ored, -robed, -set, -soiled,  
 #tasting, -toned, -voiced, -wrought  
**rickrack**, stand, yard  
**ridge** #band, #pole, #rope  
**riffraff**  
**rightbird**, fish, man, proof, shot  
**right-angled**, #away, -believed, -born, -brained,  
 -bred, -eared, -eyed, -footed, -framed, #hand,  
 -handed, -hander, -headed, -hearted, -laid, -made,  
 -minded, -of-way, -principled, -shaped, -shapen,  
 -sided, #turn, ward, -winger, -wingism  
**rimbase**, #deep, #fire, #maker, #making  
**rinderpest**  
**ring**-adorned, -around-a-rosy, -banded, bark,  
 barked, bill, -billed, bird, bolt, bone, boned,  
 -bound, craft, dove, eye (n.), -eyed, -given,  
 #giving, #goer, -handed, head, -in, leader, -legged,  
 #maker, #making, man, master, -necked, -off,  
 -oil (v.), #porous, -ridden, -shaped, side, sider,  
 #small, -streaked, tail, -tailed, taw, time, toss,  
 -up, walk, wall, wise, worm  
**riprap**, rapping, sack, saw  
**ripe**-aged, -cheeked, -colored, -eared, -faced, -grown,  
 #looking, -picked, #red, -tongued, -witted  
**riverbank**, -blanchd, -borne, -caught, damp,  
 -formed, -given, #god, head, man, scape, side,  
 sider, -sundered, wash, -watered, -worn



roach-backed

**roadbed**, book, craft, fellow, head, #hog, -hoggism, house, man, master, -ready, #runner, side, sifter, stead, stone, #track, way, -weary, -wise, worthy  
**rock** #asphalt, away, -based, -begirdled, -bestudded, -bethreatened, bird, -born, -bound, -built, -clad, -cleft, #climber, #climbing, -concealed, -covered, -created, -cut, -dusted, -embossed, -encircled, -encumbered, -enthroned, -faced, fall (n.), -fallen, fast, #firm, fish, -free, -girded, -girt, -hearted, -hewn, man, -piled, -reared, -ribbed, -roofed, -rooted, -scaped, #shaft, -sheltered, slide, staff, -strewn, -throned, -thwarted, -torn, -wombed, wood, work

**rod**-caught, #maker, man, -shaped, wood

roebuck

**roll**-about, -back, cumulus, way

**roller**-made, #maker, #making, -milled

rolleyway

roly-poly

**romance**-empurpled, -hallowed, monger

**roof**-blockaded, #gardening, man, -shaped, tree

**room**keeper, mate, -ridden

**root**-built, #cap, fast, hold, -inwoven, -mean-square, -prune (v.), #rot, stock, -torn, worm

**rope**-bound, #dancer, #dancing, -driven, -fastened, -girt, #maker, #making, -minded, -reeved, -shod #stock, -stropped, walk, walker, way, work

**rose** #back, -bellied, -breasted, #bright, bud, -carved, -clad, -colored, -covered, -crowned, drop, -faced, -fingered, fish, -flowered, #fresh, head, -headed, -hedged, -hued, -leaved, -lipped, -podded, -ringed, -scented, #sweet, -tinged, -tinted, #warm, #water, -water (u. m.), wood

**rosy**-armed, -bosomed, -cheeked, -colored, #crimson, -eared, -faced, -fingered, -hued, -lipped, #red, -tinted, -tipped, -toed, #warm

**rotten** #dry, -hearted, -minded, -planked, #red, #rich, #ripe, stone, -throated, -timbered

**rough**-and-tumble, -backed, -barked, -bearded, -bedded, -billed, -bordered, -bore (v.), -cast (v.), -cheeked, -clad, #coat, -coated, -cut, #draft, -draw, -dressed, -dry, -edged, #face, faced, -feathered, -finned, -foliated, -footed, -fruited, -furrowed, -grained, -grind (v.), -grinder, -grown, -hackled, -haired, -handed, -headed, -hearted, -hew (v.), -hewer, -hewn, -hob (v.), -hobbed, house, houser, housing, -jacketed, -keeled, -leaved, leg, -legged, -lipped, #looking, -machine (v.), -mannered, neck, -necked, -paved, -plastered, -plov (v.), -plumed, -podded, -point (v.), -reddened, ride, rider, -ridged, -roll (v.), -sawn, -sealed, -setter, -shape (v.), -shod, -sketch (v.), -skinned, slant, -spirited, -spoken, -square (v.), -stalked, -stemmed, -stone (v.), #string, -stringed, stuff, -surfaced, -tailed, -tanned, -tasted, -textured, -thicketed, -toned, -tongued, -toothed, -turned, -voiced, -walled, #weather, -winged, #work, -write (v.), -wrought

**rougher**-down, -out, -up

roughing-in

**round**about, aboutly, aboutness, -about-face, -arched, -armed, -backed, -barreled, -bellied, -beset, -billed, -bodied, -boned, -bottomed, -bowed, -bowed, -celled, -cornered, -crested, -eared, -edged, -eyed, -faced, -fenced, fish, -fruited, -furrowed, -handed, head, headed, -heart, -hoofed, -horned, house, -leafed, -leaved, -limbed, line, -lipped, -lobed, -made, -mouthed, #nose, -nosed, -podded, -pointed, -ribbed, #ridge, -rooted, #seam, -seeded, -shapen, -shouldered, -sided, -skirted, -spun, -stalked, tail (fish), -tailed, -toed, #top, -topped, -tripper (n.), -trussed, -up, -visaged, -winged, -wombed, worm

**roundish**-deltoid, -faced, -featured, -leaved, -obovate, -oval, -ovate, -shaped

roundsman

roustabout

**row**boat, lock, -off, port

rowlhead

**royal**-born, -chartered, -hearted, #rich, -souled, -spirited, -towered

**rubber**-coated, -cored, -covered, -down, -faced, -headed, -lined, neck, necker, nose, -off, proofed, -set, -soled, #stamp, -stamped, stone, -tired

**rubblestone**, work

rub-down

**ruby**-berried, -budded, -circled, -colored, -crested, -crowned, -eyed, -faced, -headed, -hued, -lipped, -lustered, -necked, -studded, -tailed, -throat, -throated, -tinctured, -toned, -visaged

**rudder**head, hole, post, #stock

**ruddy** #bright, -cheeked, -colored, -complexioned, -faced, -haired, -headed, -leaved, -spotted

**rude**-carved, -ensculptured, -fanged, -fashioned, -featured, -hewn, #looking, -made, -mannered, -spoken, -spun, -thoughted, -tongued, -washed

**rum**-bred, -crazed, -fired, -flavored, -nosed

**run**-about, -around, -away, -by, -down, fish, holder, -in, keeper, -off, -on, -out, -over, way

runner-up

**rush**-bordered, -bottomed, -floored, -fringed, -girt, land, -leaved, light, like, -margined, -seated, -stemmed, -strewn, -woven

**rust**-cankered, -complexioned, -eaten, proof, -resistant, -stained, -worn

**rusty**-branched, -coated, -collared, -colored, -crowned, -leaved, #looking, -rested, -spotted, -throated

## S

S-boat

sab-cat

**saber**bill, fish, -legged, wing

**sable**-bordered, -cloaked, -colored, fish, -hooded, -robed, -spotted, -suited, -visaged

**saccharimeter**, ometar

**sack** #bearer, cloth, -coated, #maker, #making, man, -sailed, -shaped

**sad**-a-vised, -colored, -eyed, -faced, -hearted, iron, -natured, -paced, -tuned, -voiced

**saddle**back, backed, bag, -billed, bow, -broke, cloth, -galled, -graft (v.), like, #maker, #making, nose, -shaped, sick, -sore (a.), -soreness, -spotted, -stitch (v.), -stitched, tree, -wired, wise

**safe**blower, blowing, #conduct, -conducted, cracker, cracking, guard, guarded, guarding, hold, keeping, light, #maker, #making

safety-pin

**saffron**-colored, -hued

sagamore

**sage**brush, -colored, -covered, -leaved

**sail**boat, -borne, cloth, -dotted, fish, #flying, maker, plane, -propelled, room, -stretched, -winged

**sailor**-fisherman, -laborer, -minded, -poet, proof, -train (v.)

sailsman

**sale** #goer, #work, #yard

**sales** #clerk, lady, man, manship, people, person, room, woman, #work, #yard

salinometer

**sallow**-cheeked, -colored, -complexioned, -faced, -visaged

**salmon**-colored, -haunted, #red, -tinted

salometer

saloonkeeper

sal #soda

**salt** #box, #catch, cellar, -cured, -edged, #house, master, mouth, peter, #pit, #shaker, #spoon, #works

**salver**form, -shaped

**same**-colored, -featured, -minded, -sized

**sample** #box, #maker, #making, man, woman

sandalwood

**sand**bag, bagged, bagger, bagging, bank, #bar, #bin, blast, blasted, -blown, board, -bottomed, #box, boy (insect), -built, -buried, -burned, -cast, -colored, #dune, -etched, -faced, fish, glass, #heap, -hemmed, #hill, -hiller, #lapper, man, paper, papered, peep (bird), piper, #pit, shoe, spit, stone, storm, -weld, wood, worm

**sandy**-bearded, -bottomed, -colored, -haired, #rufous

sane-minded

sang-froid

sans-serif

**sap**head, headed, sucker (bird), wood

sapphirerwing (bird)

**sauce**boat, box, dish, man, pan

**saucer**-eyed, like

saunderswood

**savage**-featured, #fierce, -hearted, -spoken, #wild

**saw**back, belly, bill (bird), -billed, bones (n.), buck, dust, -edged, fish, fly, grass, -handled, horse, log, man, mill, -pierce (v.), #setter, -shaped, smith, -toothed, -way, -whet (bird), #worker, #wrest

**sax**cornet, horn, tuba, valve  
**say**-nothing, -so  
**scabland**  
**scalarwise**  
**scaldfish**  
**scale**back (worm), bark, #beam, board, -down, -drake, fish, #maker, #making, man, #pan, smith, -tail (fish), wing  
**scaly-winged**  
**scandal**monger, mongering  
**scape**gallows, goat, grace, wheel  
**scar**-clad, -faced, -seamed  
**scarce**-closed, -cold, -covered, -discerned, -found, -heard, -met, -parted, -seen, -told, -warned  
**scare**babe, bear, beggar, bird, -Christian, crow, devil, fish, fly, hawk, head, hog, monger, mouse, peddler, robin, sheep, sinner, sleep, thief, vermin  
**scarf**pin, #skin, wise  
**scarlet**-ariled, -basseled, -berried, -blossomed, -breasted, -circled, -clad, -coated, -colored, -crested, #day, -faced, -flowered, -fruited, -gowned, -haired, -lined, -lipped, #red, -robed, -tipped, #vermillion  
**scatter**brain, brained, good, #gun  
**scenecraft**, shifter, wright  
**scholar**like, ship  
**school**#bag, #board, book, boy, -bred, #child, craft, dame, fellow, girl, girlhood, #going, house, keeper, keeping, ma'am, -made, maid, man, master, mate, miss, mistress, room, -taught, #teacher, #teaching, time, -trained, ward, #work, yard  
**schooner**-rigged  
**scissor**bill, -fashion, #maker, #making, -shaped, smith, tail, -tailed, -winged  
**scofflaw**  
**score**board, book, #card, keeper, #sheet  
**scotch**-hopper  
**Scotch**-Irish, man  
**scot** #free  
**Scoto**-Britannic, -Celtic  
**Scots**man, woman  
**scourway**  
**scoutcraft**, hood, master  
**scow**man  
**scrap**book, #heap  
**scrape**-finished, shoe (n.)  
**scratch**board, #brush, #card, cat, -coated, #pad, -penny, work  
**screech**bird  
**screen**-faced, land, #maker, #making, man  
**screen**man  
**scREW**barrel, -bound, -capped, -clamped, -driven, -driver, -eyed, -geared, head, headed, -lifted, #maker, man, -piled, -propelled, -shaped, ship, stem (n.), #stock, -stopped, -threaded, -topped, -torn, -turned, worm  
**scroll**-cut, head, work  
**scrub**bird, board, land  
**scruff**man  
**scuff** #plate  
**scuttle**man  
**scythe**-armed, -leaved, #maker, #making, man, -shaped, smith, stone, work  
**sea**-bathed, #beach, beard, -beaten, board, -born, -borne, -bound, -bounded, -bred, -broke, -built, -circled, coast, craft, #deep, -divided, dog, -driven, drome, -ear (mollusk), -encircled, #fare (food), farer (traveler), faring (n.), #fighter, flower, folk, fowl, #gate, #god, #goddess, goer, going, hound, -island (u. m.), #level, like, -lost, maid, man, mark, -packed, piece, plane, port, -potent, quake, -rounded, scape, -scented, -scoured, #shell, shine, shore, sick, side, stroke, -surrounded, -swallowed, -torn, -tossed, -walled, ward, ware, way, -weary, weed, #wide, wife, -wildered, -worm, worthiness, worthy, -wrecked  
**seal**#brown, #maker, #making, skin  
**seam**-rend (v.), -weld (v.)  
**seamy**-sided  
**searchlight**  
**seat** #maker, #making, #work, worm  
**seats**man  
**second**-class (a., adv.), #class (n.), -foot, -hand (a., adv.), #in #command, -rate (a., adv.), #rate (n.), -rater, #sight, -sighted  
**secretary** #general, -generalcy, -generalship, -treasurer  
**secret**monger  
**sect**-wise

**sedgeline**  
**see**catch, -eater, gall, saw  
**seed**bed, bird, #box, #cake, #case, lac, stalk, time  
**seeds**man  
**seer**fish, hand, sucker  
**select**man  
**self** (reflexive prefix use hyphen) -aid, -angry, -applause, -confessed, -conscious, -defense, -denying, -driven, -educated, -fed, -formed, -help, hood, -interest, ness, same, -sow, ward  
**selling**-plater  
**sell**-out (n.)  
**semia**cid, arid, -armor-piercing, -Christian, circle, -cured, -incandescent, -imperial, official, perfect, -Slav, terrestrial, -Zion  
**send**-off, -out  
**sensitometer**  
**sentence** #maker, #making, monger  
**sergeant** #at #arms, #major  
**serpent** #god, like, wood  
**serrate**-ciliate, -dentate  
**serve**-out  
**serving**man, woman  
**servomotor**  
**sesquicentennial**, oxide, sulphate  
**set**-back, bolt, -down, -fair, head, -in, -off, -out, -over, screw, -stitched, -to, -up, wise, work  
**sets**man  
**setter**-forth, -in, -on, -out, -to, -up  
**settle**-brain  
**seven**-banded, -branched, -caped, -eyed, fold, -folded, -horned, -lined, -nerved, pence, penny, score, -shooter, -up  
**sewer**man  
**sex**like, -limited, -linked  
**sextodecimo**  
**shabby** #genteel  
**shad**-bellied, #belly, bird  
**shade**-grown, tail  
**shadow**-box (v.), land  
**shaft**man, #rubber, #straightener  
**shag**bark, -haired, rag, tail  
**shaggy**-barked, -bearded, -bodied, -coated, -fleeced, -footed, -haired, -leaved, -maned  
**shake**bag, -cabin, -down, fork, #hands, -out, proof, -up  
**shallow**-brained, -footed, -headed, -hearted, -mind-ed, -pated, -witted  
**shame**-burnt, -crushed, -eaten, -faced, proof, -shrunk, sick, -stricken, worthy  
**shank**piece  
**shanty**man  
**shape** #knife, smith  
**share**beam, #broker, crop, cropper, holder, -out  
**share**man  
**shark**skin  
**sharp**-angled, -ankled, -beaked, -billed, -clawed, -cut, -edged, -faced, #looking, saw, -shinned, -shod, shooter, shooting, -sighted, -tailed, ware, -witted  
**shavetail**  
**she**-actor, -ape, -ass, -bear, -demon, -devil, -god, -panther, -poet, -school, -wolf, -woman  
**shear**bill, hog, man, tail, water  
**sheat**fish  
**sheath**bill, knife, -winged  
**sheaveman**  
**shed** #hand, man  
**sheep**biter, cote, crook, #dip, -faced, fold, #gate, -headed, -hearted, hook, -hued, #keeper, -knead, man, master, monger, nose (apple), #pen, shank, #shearer, #shearing, #shears, #shed, sick, skin, #split, #stealer, #stealing, #walk, #white, -witted  
**sheer**-built, #hook  
**sheet** #block, #flood, ways, wise, work  
**shelf**plate  
**sheldrake**, duck  
**shell** #back, bark, #blow, -bound, #burst, #cracker, #fire, fish, -like, man, proof, #shock, -shocked, work  
**shelter**belt  
**shew**bread  
**shield**maiden, -shaped, tail  
**shilly**-shallier, -shally  
**shindig**  
**shiner**-up  
**shingle**back, wood  
**shin**bone, plaster  
**shiny**-backed



**shipboard**, -bound, boy, #breaker, -broken, builder, building, keeper, lap, load, man, manship, mast, master, mate, owner, owning, plane, -rigged, shape, side, smith, way, #work, worm, wreck, wright, yard  
**shireman**  
**shirt** #band, #maker, #making, man, #tail, waist  
**shoalbrain**  
**shockhead**, headed  
**shoebill**, #black, #box, boy, brush, horn, lace, maker, making, man, #pack, #scraper, shine, shop, smith, #store, string, tree  
**shoo-fly**  
**shootman**, -off  
**shopboard**, book, boy, #breaker, folk, girl, keeper, lifter, lifting, man, #mark, mate, -soiled, #talk, #walker, #washer, #wear, #wife, #window, woman, #work, -worn  
**shore** #bird, fast, going, land, man  
**short-armed**, -barred, -billed, -bladed, bread, cake, -change (v.), -changed, #circuit, -circuited, #coat, coming, -eared, -eyed, -faced, -fed, -haired, hand (writing), -handed, head, horn (n.), -horned, -necked, -sighted, staff, stop, tail (n.), -winded, -winged  
**shotgun**, #hole, #maker, man, proof, -put, star  
**shoulder** #high  
**shovel**-beaked, bill, -bladed, board, fish, -footed, -handled, head (n.), -headed, #maker, #making, -nosed, -shaped  
**showbird**, board, boat, #card, case, -down, man, -off, piece, room, -up, yard  
**showerproof**  
**shrewmouse**  
**shrewd**-brained, -headed, #looking, -pated, -witted  
**shrill**-edged, -toned, -tongued, -voiced  
**shrimpfish**  
**shroud**-laid, plate  
**shuffleboard**, cap, wing  
**shun-pike** (n.)  
**shut**-down, -in, -mouthed, -off, -out, -up  
**shuttlecock**, wise, -wound  
**sick**-abed, bed, #list, room  
**sicklebill**, -billed, -hocked, man, -tailed  
**sieckarms**, #bands, -bended, board, bone, burns, #car, -cast, check, -cut, flash, -handled, #head, #hook, hill, -kick, #line, -liner, #light, long, -necked, note, piece, #play, saddle, splitter, splitting, -step, -stitched, sway, swipe, track, walk, way, ways, -wheeler, -whiskered, -winded, wise  
**siegecraft**, #work  
**sievelike**, #maker, #making  
**sighthole**, proof, -read (v.), seeing, seer, worthy  
**signalman**  
**signboard**, man, post, #writer  
**silk**-coated, -fastened, -sailed, -winged  
**silkman**, -stockinged, tail, woman, wood, work, #works, worm  
**silverback** (n.), -backed, -barked, #beater, belly, bill, #black, #bright, #clear, fish, #golden, #gray, -haired, #lead, -leaved, -penciled, point, side, sides, smith, tail, tip, top, #true, ware, wood, work, worker  
**simon** #pure  
**simple**-armed, -faced, -headed, -hearted, -minded  
**sin**-absorbed, #black, -born, #eater, proof  
**sinew**-shrunk  
**sing**-song  
**single**-banked, -barreled, -bodied, -breasted, -caped, -celled, -decker, -edged, -eyed, -foot, -handed, -loader, -phraser, -seater, stick, -surfaced, tree, -valued  
**sink** #box, hole, room, stone  
**Sino-American**, -Belgian, -Russian  
**sinsick**  
**sire**-in-law  
**S-iron**  
**sister**-german, hood, -in-law  
**sitter**-by, -out, -upon  
**six**-angled, -arched, -barreled, -cut, fold, -gated, pence, penny, pennyworth, -ply, score, some, -shooter, -wheeler  
**sixty-eight**, -fourmo, penny (nail)  
**sizeman**  
**sketch**book  
**skew**back, bald, wise  
**skid**proof, way  
**skill**-less

**skim**back  
**skin**-bound, -clad, #deep, flint, -graft (v.), #tight, -tightness, worm  
**skinning** #knife  
**skipjack**, man, tail  
**skirtboard**, #dance  
**skullcap**, fish  
**skunk**bill, head, top  
**sky**-blasted, #blue, -born, -bred, -capped, -dyed, -gazer, #high, lark, larking, light, man, #pilot, rocket, sail, sail-yarder, scape, scraper, shine, ward, way  
**slabman**, -sided, stone  
**slack**-bake (v.), -filled, -salted, -twisted, -watered  
**slam**-bang  
**slant**-eyed, wise  
**slap**-bang, -dash, jack, stick  
**slate**-colored, -formed, like, #maker, #making, -spired, work, #works, yard  
**slaughterhouse**, man  
**slave**-born, -deserted, holder, holding, land, #maker, #making, monger, #owner, #ownership, #pen  
**Slavo-Germanic**, -Hungarian  
**sledge** #hammer, -hammered  
**sled** #log  
**sleek**-browed, -faced, -haired, -skinned  
**sleep**-created, -filled, -swollen, walker, walking  
**sleepy**-eyed, -eyes (n.), head (n.), headed, #looking, -souled, -voiced  
**sleeveboard**, fish  
**slender**-ankled, -armed, -beaked, -billed, -fingered, -hipped, -leaved, -witted  
**sleuth**dog, hound  
**slew**-eyed, -footed  
**slick**-faced, -haired, #looking, -spoken  
**slight**-billed, -built, -informed, #looking, -made, -shaded  
**slim**-ankled, -built, -jim, -leaved, -limbed, -waisted  
**slime**-begotten, -browned, -coated, -filled, man  
**slimy**-backed  
**sling**ball, shot, stone  
**slinks**kin  
**slip**-along, -back, band, board, #case, knot, -on, proof, -shelled, shod, skin, -slop, sole, string, top, -up, ware, way  
**slit**-eyed, shell  
**sloop**man, -rigged  
**slop**-built, #maker, #making, -molded, -over, #seller, #shop, work, worker  
**slope**-browed, -eared, -edged, -faced, -walled, wise  
**slot**-drill (v.), -spike (v.)  
**slow**-belly (n.), -blooded, -eyed, -footed, -gaited, -going, -headed, -hearted, -mouthed, poke, -up, -witted, worm  
**sluiceway**  
**slumber**-bound, land, -wrapped  
**slum**land  
**slump**work  
**sly**boots, -eyed, #looking, -tongued  
**snacks**man  
**small**-acred, -ankled, -armed, -celled, -hearted, -hipped, -mouthed, pox, sword, #talk, ware  
**smart**-built, -cocked, -spoken, -witted  
**smear**case  
**smeller**-feast, -out  
**smelling** #salts, #stick  
**smile** #maker, #making, -tuned, -wreathed  
**smith**work  
**smock**face, faced  
**smoke**-bleared, -blinded, -bound, #box, #dry, -dried, -dyed, -enrolled, -filled, house, jack, -laden, proof, stack, stone, tight, -torn  
**smoky**-bearded, -colored, -flavored, #looking, #seeming, -tinted  
**smooth**-ankled, boots, -bore (v.), -bored, -browed, -cast, -cheeked, -chinned, -combed, -faced, pate, -spoken, -tongued  
**smother**-kiln  
**smut**-resistant  
**snail**eater (bird), -horned, -paced, #slow  
**snake**bird, -bitten, -bodied, -eyed, fish, #goddess, #head, #hole, neck (bird), piece, skin, stone, wood, worm  
**snaky**-eyed, -haired, -handed, -headed, -paced, -tailed, -wreathed  
**snap**-apple, back, head, holder, shooter, shooting, shot  
**snapper**-back, -up



**sneak** #boat, #box, #current  
**snipe**bill, fish, #nosed  
**sniperscope**  
**snip-snap**  
**snow**ball, bank, #beater, bird, -blind, blink, -blown, -bound, break, #broth, cap, -choked, drift, fall, flake, #house, -hung, land, -lined, #plow, -robed, scape, #shed, shoe, shoer, slide, slip, storm, -topped, #white, -winged, worm  
**snowy**-banded, -bosomed, -capped, -countenanced, -fleece, -flowered, -headed, -vested, -winged  
**snub**-nosed  
**snuff**box, -clad, #maker, #making, -stained  
**so-and-so**, -called, -so  
**soap**bark, #box, fast, fish, #maker, #making, #rack, root, stone, suds  
**sober**-blooded, -clad, -disposed, -headed, -minded, #sad, sides, -spirited, -suited, -tinted  
**sob**proof  
**socket**eye, #maker  
**sod**-bound, bustler, work  
**soda** #granite  
**sodden**-faced  
**sofa** #maker, #making, -ridden  
**soft**-armed, -backed, -bedded, -bellied, -bodied, -boiled, -brained, -coated, -eyed, -fanned, -headed, -hearted, like, -rayed, -shelled, -spoken, tack, wood  
**soldier**bird, -fashion, fish, -hearted, like, -mad, proof  
**sole**-begotten, -beloved, #deep, #maker, #making, piece, plate, print  
**solemn**-browed, -eyed, -garbed, #looking, #proud, -visaged  
**solid**-billed, -browed, -drawn, -hoofed, -horned, -ungulate  
**somebody**, day, how, one, thing, time, times, way, what, when, whence, where, whither, why, wise  
**son-in-law**  
**song**bird, book, craft, -fraught, land, #maker, #making, man, -tuned, worthy, wright  
**soot** #black, -bleared, fall, -grimmed  
**sooth**fast, say, say, saying  
**sore**-armed, -backed, -eyed, foot (n.), head (n.), -headed, -hearted, -toed  
**sorrow**-beaten, -blinded, -laden, -melted, sick, -stricken, -torn, -wasted, -worn, -wounded  
**soul**-benumbed, -blind, -blinded, -born, #cake, #deep, -felt, mate, sick, -vexed, -wise, -wounded  
**sound**board, #group, -headed, -minded, proof, -winded  
**soup**bone, like, spoon  
**sour**belly, -blooded, -breathed, dough (n.), -eyed, -faced, -hearted, -natured  
**south**-born, -borne, -bound, east, -southeast, -southwest, ward, west, wester  
**sow**back, belly, bug  
**space**band, -cramped, -spread, -world  
**spade**bone, -cut, -dug, fish, #foot, #maker, #making, man, -shaped, work  
**Spanish**-Arab, -barreled, -born, -bred  
**span**piece, worm  
**spanner**man  
**spare**-bodied, -built, -fed, -handed, rib  
**spark**-eyed  
**spar**piece  
**sparrow**-tailed  
**spatter**dash, work  
**speak**-easy  
**spear**-billed, -bound, -famed, fish, #head, #high, man, -nosed, proof, -shaped, -swept, wood  
**speck**fall  
**speckle**-backed, -bellied, belly (bird), -coated, -faced, -skinned  
**speckled**bill  
**specter**like, monger  
**speech**-berft, -bound, craft, -famed, -flooded, #maker, #making  
**speed**boat, boatman, -up, way  
**spell** #band, bind, binder, binding, bound, -caught, craft, -down, -free, monger, proof, -raised, -riveted, -struck  
**spelter**man  
**spend**-all, thrift, thrifty  
**sphere**-born, -descended, -filled, -found, -headed, -tuned  
**sphinx**dike

**spice**-burnt, #cake, #house, -laden, land  
**spick**-and-span  
**spider**-fingered, -legged, -limbed, -spun, #web, work  
**spike**bill, -billed, horn, -kill (v.), like, -pitch, tail (bird)  
**spile**hole, worm  
**spill**way  
**spindle**-celled, -formed, head, -legged, -shanked, shanks, -tailed  
**spine** #ache, bill, #bone, -broken, -clad, -covered, -fanned, -headed, -pointed, -rayed, tail, -tipped  
**spiny**-backed, -coated, -crested, -fanned, -haired, -legged, -pointed, -rayed, -skinned  
**spiral**-coated, -grooved, -horned, -pointed, tail  
**spirit**-born, -bowed, -broken, -fallen, land, -torn, -wise  
**spiritual**-minded  
**spit**ball, baller, box, fire, poison, stick  
**spit**cock  
**spittle**fork  
**splash**board, proof  
**splat**-backed  
**splatter**dash, -faced, work  
**spay**-edged, foot, -footed, -kneed, mouth, -mouthed, -toed  
**spleen**-born, -devoured, -pained, sick, -struck, -swollen  
**splinter**proof  
**split**beak, -eared, finger (n.), mouth (n.), -nosed, saw, tail (fish), -tongued, worm  
**spoils**five, -paper (n.), sport (n.)  
**spoils**man, monger  
**spokes**have  
**spokes**man, woman  
**sponge** #cake, -colored, -footed, -shaped  
**spongy**-flowered, -footed, -rooted, -wooded  
**spoon**-backed, -beaked, bill (n.), -billed, drift, -fed, -formed, #maker, #making, -shaped, wise  
**sports**man, wear, woman  
**sport**-starved  
**spot**-barred, -billed, -eared, -face (v.), light, -milk (v.), -weld (v.)  
**spotted**-beaked, -bellied, -billed, -breasted, -eared, -leaved, -necked, -talled, -winged  
**spray**board, -decked, -shaped, -topped, -washed  
**spring**board, -born, bok, -clean (v.), finger, fish, -gathered, -grown, halt, head, house, -made, -planted, -plow (v.), -plowed, -raised, -sowed, tail, tide, time, -touched, wood, worm  
**sprints**ail, tail  
**spur**-clad, -driven, -fanned, gall, galled, -heeled, like, way, -winged  
**spurn**water  
**spy**glass  
**squads**-left (n.), -right (n.)  
**square**-barred, -based, -bladed, -bodied, -bottomed, -browed, -built, cap, -countered, -cut, -drill (v.), -eared, -edged, -faced, flipper, head, headed, -jawed, -jointed, -made, -mouthed, -necked, -rigged, -rigger, -set, -skinned, tail, -toed, -toes (n.), -towered  
**squaw**fish  
**squeeze**-up  
**squid**-jigger  
**squint**-eye, -eyed  
**squirrel**-colored, -eyed, fish, -headed, -limbed, -minded, -trimmed  
**stable**boy, fly, keeper, man  
**stacken**cloud  
**stack**-freed, man, stand, yard  
**stad**house  
**staff**herd, man  
**stag**-evil, -eyed, -hafted, -handled, head, -headed, -horned, #hound, #hunt, #hunter, #hunting, -necked, skin, worm  
**stage**coach, craft, #hand, land, like, #house, man, -struck, worthy  
**stair**beak, #builder, #building, case, head, step, stepper, way, work  
**stake**head, holder, master  
**stale**mate  
**stalk**-eyed  
**stalking** #horse  
**stall**board, -fed, -feed (v.), man  
**stamp**-and-go (n.), man  
**standard** #bearer, #breed, -wing (bird)

- stand-by**, -down, -easy, -fast, -in, -off, -offish, -out, -patter, -pattism, pipe, point, post, still, -up
- star**-bedecked, -bespotted, board, -born, #bright, -crossed, -eyed, -fed, finch, fish, -gaze (v.), -gazed, -gazer, #gazing, -leaved, -led, light, like, lit, nose (mole), -nosed, proof, shake, #shell, shine, -spangled, stone, stroke, -studded, throat (bird), -wise, worm
- starry** #bright, -eyed, -headed
- start-up** (n.)
- state-aided**, -caused, craft, hood, house, -owned, room, way, -wide
- statesboy**, man, woman
- station** #house, man, master
- statue**-bordered, craft, like, #maker, #making
- statute**-barred
- stave**wood
- stay-at-home** (n.), lace, #log, #maker, #making, #plow, sail
- steadfast**, fastly, fastness
- steady**-eyed, -footed, -handed, -headed, -hearted, -minded, -nerved
- stealthlike**
- steamboat**, boatman, #car, -cleaned, -cooked, -dried, -driven, -filled, #fitter, -laundered, #pipe, #pocket, -propelled, ship, tight, tightness, -treated, -wrought
- steel**-bound, #bright, -capped, -cased, -clad, colored, -faced, -framed, #hard, head (fish), -hearted, #maker, #making, master, ware, work, worker, #works, yard
- steep**-backed, -faced, -gabled, -pitched, -pointed, -roofed, -sided, -to, -up, -walled
- steepchase**, chaser, #crown, -crowned, top
- steerage**way
- steersman**
- stemborer**, -clasping (u. m.), head, post, ware, -winder
- stencil** #cutter, #cutting, #maker, #making
- stepaunt**, brother, child, daughter, -down (n.), father, grandchild, grandfather, grandson, ladder, mother, nephew, parent, relation, relationship, sister, son, stone, uncle, way, wise
- stepping** #stone
- stereo** (combining form) chemistry, chrome, scope, typer
- stern**-born, -browed, -eyed, -faced, -featured, foremost, -gated, -lippled, -minded, most, post, ward, way, -wheeler
- stewpan**, pot
- stick-fast**, -in-the-mud, pin, tail (fish), -up
- sticker**-in, -on, -up
- stickleback**
- stiff**-armed, -backed, -bearded, -bodied, -boned, -bosomed, -necked, tail (bird)
- still** (as adv., two words) -admirer (u. m.), birth, -born, -burn (v.), -fish (v.), house, -hunt (v.), man, room
- stingbull**, fish, tail (fish)
- stinkball**, bird, bug, damp, pot, stone, wood
- stir**-about (n.), -up (n.)
- stitch**bird, -down (n.), work
- stock** #breeder, broker, broking, #car, #dove, father, fish, holder, #house, #job, #jobber, #jobbing, #judging, keeper, #maker, #making, man, #owner, #pile, pot, proof, room, stone, #taker, #taking, work, wright, yard, yards
- stokehold**, hole
- stomach** #ache, -formed, -shaped, -sick, -weary, -worn
- stone**-arched, bird, -bladed, #blind, #boat, bow, brash, #broke, brood, cast, chat, #cold, -covered, cutter, cutting, #dead, #deaf, -eared, -eyed, fish, #fly, gall, #hand, hatch, head, -hearted, man, mason, pecker, shot, #wall, ware, wise, wood, work, yard
- stone-eyed**, -hearted
- stopback**, block, board, cock, gap, #hound, -off (n.), -over (n.), #watch, water, work
- storehouse**, keeper, keeping, man, master, room, #ship
- stork**-billed
- storm**-armed, -beaten, bird, -bound, cock, #god, -laden, proof, -swept, tight, -tossed, ward, wind, -worn
- storybook**, #maker, #making, monger, teller, telling #work, #writer
- stout**-armed, -billed, -bodied, -hearted, -heartedness, -limbed, -minded, -ribbed, -sided, -soled, wood
- stove** #brush, -dried, -heated, #house, #maker, #making, man, pipe, wood
- stowaway** (n.), bord, -down (n.), #net, wood
- straddleback**, bug, -face (v.), -legged, wise
- straggle**-brained, -toothed
- straightaway**, -backed, -barreled, -bitted, -bodied, -cut, edge, -fibered, -fluted, forward, forwardly, forwardness, -grained, -haired, -hemmed, -leaved, -legged, -limbed, -spoken, -winged, wise
- strainer**man
- strait**-breasted, -chested, -coated, #jacket, -laced, work
- strand**looper
- strange**-colored, -garbed, -wayed
- straphanger**, head, -laid, -shaped, work
- strato** (combining form) cirrus, cumulus, sphere
- straw**-barreled, board, -built, -capped, -colored, -dried, -laid, -necked, -roofed, stack, -stuffed, walker, work, yard
- stray**-away (n.)
- stream**-head, line, lined, way
- street**-bred, car, -sold, walker, ward, way
- stretcher** #bearer
- strideways**
- strife** #maker, #making, monger
- strike**-a-light, breaker, -out (n.)
- string**board, course, halt, #maker, man, piece, #plate, -soled, ways, wood
- stripleaf**
- stroke** #hole
- strokesman**
- strong**-ankled, -arm (v.), back (naut.), -backed, box, -headed, -hearted, hold, -minded, -mindedly, -mindedness, -willed
- stubborn**-hearted, -minded, -shafted
- stub**-bred, runner
- stubble**field
- stucco**-adorned, -fronted, -walled, work, worker
- stuck**-upness, -upper, -upish
- stud**book, fish, horse, mare, work
- study**-bred, -given, -racked, -worn
- stump**-bred, -fingered, -footed, -legged, -nosed, nose (fish), -rooted, -tailed, work
- stupid**head, headed
- stylebook**, #manual
- sub** (prefix) acute, adult, alpine, arch, arid, -base, -basement, -bass, -bituminous, secretary, -subcommittee
- subject**-object, -objectivity
- subtle**-brained, -fingered, -headed, -minded, -souled, -witted
- such**-and-such, like, wise
- suck**-egg (n.), fish, #fly, hole, stone
- sugar**bird, #cake, cane, -chopped, -coat (v.), -coated, -colored, -cured, -laden, #house, #maker, #making, plum, #sweet, #works
- sullen**-browed, -eyed, -hearted, -natured
- suitcase**
- sulpho** (combining form) carbolic, -uvitic
- sulphur**-bellied, -breasted, -colored, -hued, -tipped
- summer**-brewed, castle, -dried, -fallow (v.), -fallowd, #fallowing, house, land, -made, tide, time, wood
- sun**-arrayed, -bathed, beam, bird, -blackened, -blind, bonnet, -born, bow, break, burn, burned, burst, -cracked, cup, dial, dog, down, -dried, -dry, fast, fish, glass, glow, #god, land, light, lit, proof, quake, ray, rise, room, set, setting, shade, shine, shiny, -shot, -smitten, spot, squall, stone, stricken, stroke, struck, up, ward, wise
- super** (prefix) fine
- supertime**, ward
- supple**-kneed, -limbed, -minded, -wristed
- supra** (prefix) -auricular, branchial, -orbital
- sur** (prefix) mark, master, mount, name, -royal
- sure**-aimed, -footed, -footedly, -footedness, -settled, -slow (adj.)
- surface**-bent, -coated, -founded, -grounded, man, #printing
- surf**-battered, bird, board, boat, boatman, -bound, man, -swept, -washed, -worn
- surgeon**fish
- swagman**
- swallowtail**, tailed, -wing (n.)



swampland  
**swan**-bosomed, -breasted, herd, #mark, neck, necked, skin  
 swansdown  
 sward-cut (v.)  
**swash**buckler, buckling, #letters, way, work  
**sway**-back (n.), -backed, -brace (v.)  
 sweater-in  
 swear #word  
**sweat** #band, shop  
**sweep**-back, stake, stakes, washer, washings  
**sweet**-beamed, -blooded, bread, -eyed, -faced, fish, heart, #maker, meat, -mouthed, -pickled, potato, #shop, water  
 swell-butted, fish, toad  
**swift**-brought, -fated, -finned, foot (n.), -handed  
 swill #bowl, #tub  
 swine-backed, -bodied, bread, -chopped, fish, head (n.), herd, pipe, pox, stone, sty  
**swing**-back (n.), dingle, stock, tree  
 swinglebar, tail, tree  
**switch**-back, board, horn, keeper, like, man, yard  
 swivel #chair, -hooked, like, #lock  
 swollen-cheeked, -eyed, -faced, -jawed  
**sword**-armed, #bearer, bill, craft, fish, fisherman, fishing, man, play, player, proof, -shaped, smith, stick, tail  
 swordsman, woman  
 sylphlike  
**Syro** (combining form) -Arabian, -Persian

## T

T-rail, -shape, -shaped  
**tablecloth**, clothwise, -cut, #cutter, #cutting, fellow, fellowship, -formed, land, maid, #maker, #making, man, mate, -shaped, spoon, spoonfuls, -topped, ware, wise  
 tagboard, lock  
**tailband**, board, -cropped, -decorated, -docked, -ender, first, foremost, head, -heavy, -joined, light, piece, pin, race, stock, -tied, ward, wise  
**tailorbird**, -built, craft, -cut, -legged, -made, man, -suited  
 taintworm  
**take**-all, -down, -in, -off, -out, -up  
**taker**-down, -in, -off, -up  
**talebearer**, bearing, book, #carrier, master, monger, teller, telling  
 talesman  
 talkfest  
**tail**-bodied, boy (n.), -built, -chimneyed, -columned, #looking, -masted, -necked, -pillared, -sceptered, -spired, -stalked, -stemmed, -trunked, -tussocked, -wheeled  
**tallow**-colored, -cut, -faced, -hued, -lighted, #maker, #making, man, #pale, -topped, #white  
**tallyho**, man, was, woman  
**tame**-grown, -hearted, -lived, #looking, -minded, -natured, -spirited, -witted  
**tanbark**, -colored, -faced, house, -mouthed, -soiled, -skinned, -strewn, -tinted, -trodden, wood, #works, yard  
**tanglefish**, foot, legs  
**tank** #maker, #making, man, room  
**tap**-off, -riveted, room, root, rooted  
**tape**-bound, #maker, #making, man, string, -tied, work, worm  
**taper**-bored, -grown, -headed, -limbed, -molded, -pointed  
**tapestry**-covered, -worked, -woven  
**tar**-bedaubed, -bind (v.), boy, -brand (v.), #brush, -clotted, -dipped, -laid, -paved, pot, -scented, -sealed, -soaked, #works, yard  
**tariff**-borne, -bound, -fed, -protected, -raised, -ridden  
 tarry-fingered  
**taskmaster**, mistress, setter, #work  
 tattletale  
**tawny**-coated, -colored, -faced, -haired, -skinned, -tanned, -visaged, -whiskered  
**tax**-born, -bought, -burdened, eater, eating, -exempt, -free, #gatherer, #gathering, -laden, man, -paid, payer, paying, -ridden, -supported  
**taxi**auto, -bordered, bus, cab, man, meter, metered, plane

teaboard, #box, boy, #cake, #cart, -colored, -covered, cup, cupful, #house, -inspired, kettle, -leaved, #maker, #making, pot, poy, room, -scented, #shop, -sodden, spoon, spoonfuls, #taster, time, ware  
**teamwise**, work  
**tear**-acknowledged, -affected, -attested, -baptized, -bright, -commixed, -composed, -damped, -derived, -dewed, -dimmed, -distained, -down, -imaged, -kissed, -lined, -marked, -melted, -mirrored, -misty, -moist, -mourned, -off, -out, #pit, -plagued, -practiced, -procured, proof, -protected, -purchased, -reconciled, -shaped, -shot, stain, stained, -stubbed, -thirsty, -washed, -wet, -worn, -wring  
 te-hee  
 telltale  
**tempest**-beaten, -blown, -born, -driven, -flung, -gripped, -harrowed, proof, -rocked, -scattered, -shattered, -sundered, -swept, -threatened, -torn, -tossed, -troubled, -winged, -worn  
**temple**-crowned, -guarded, #sacred, -treated  
**tender**-bearded, -bladed, -bodied, -boweled, -colored, -conscienced, -eared, -eyed, -faced, foot, -footed, footish, -foreheaded, -handed, #heart, -hearted, -hoofed, -hued, loin, #looking, -minded, -mouthed, -natured, -nosed, -personed, -rooted, -shelled, -skinned, -souled, -taken, -tempered, -witted  
 tenpins (game)  
**tent**-clad, -dotted, maker, making, mate, work  
 tenterhook  
 tenthmeter  
 terneplate  
**terrace**-banked, -fashion, -steeped, work  
**terror**-crazed, -driven, -fraught, -haunted, -mingled, -ridden, -riven, -shaken, -smitten, -stricken, -struck, -threatened, -troubled, -wakened, -warned, -weakened  
 tetherball  
**textbook**, man  
**thankworthiness**, worthy  
**thanksgiver**, giving  
**thatch**-browed, -headed, -roofed, work  
**thathergoer**, going  
**thence**after, forth, forward, from, ward  
**there**about, above, across, after, afterward, against, among, at, for, fore, from, in, inafter, inbefore, into, of, on, out, to, tofore, unto, upon  
**thermobattery**, -inhibitory  
**thick**-ankled, -barked, -barred, -bedded, -billed, -blooded, -blown, -bodied, -bossed, -bottomed, -decked, -drawn, -eared, -fingered, -flanked, -haired, head, headed, -hided, -jawed, -jeweled, -knee, -knead, -knobbed, -laid, -leaved, -legged, -lined, -lipped, #lips, #looking, -maned, -necked, -packed, -pated, -peopled, -piled, -ribbed, -rinded, -rooted, -set, -shadowed, -shafted, -shelled, -sided, -sighted, #skin, -skinned, skull, -walled, -warbled, wind, wit, witted, -wooded, -woven, -wristed, -wrought  
**thieft**craft, land, #maker, #making, proof, #taker  
**thimble**-crowned, -eye, -eyed, #maker, #making, man, -pie, rig, rigger, rigging, -shaped, -sized  
**thin**-ankled, -barked, -bedded, -bladed, -blooded, -blown, -clad, -coated, -cut, -faced, -featured, -frozen, -fruited, -grown, -haired, -laid, -leaved, -lined, -lipped, -necked, -peopled, -rinded, -set, -shelled, -skinned, -sown, -spread, -veiled, -walled, -worn, -woven, -wrought  
**thinghood**, man, -in-itself, -word  
**third**-class (a., adv.), #class (n.), -rate (a., adv.), #rate (n.), -rater  
**thirst**-maddened, -scorched, -tormented  
**thorn**back, bill, -bound, -covered, -headed, -hedged, -marked, -pricked, -set, stone, -strewn, tail, -wounded, -wreathed  
**thorny**-edged, -handed, -painted  
**thorough**-bind (v.), bred, -dried, fare, foot, -fought, going, -made, -paced, pin, wax  
**thought**-bewildered, -fed, -fixed, -free, -haunted, -heavy, -humbled, -instructed, -jaded, -laden, -mad, -mastered, -numb, -peopled, -poisoned, -ridden, -set, sick, tight, -tinted, -winged, -worn, worthy  
**thousandfold**, -headed  
 thrall-less



- threadbare**, fin, fish, -leaved, -lettered, #maker, #making, -needle, -shaped, worm, worn
- three-angled**, -armed, -bagger, -bid, -cornered, -decker, -edged, -eyed, -faced, -fibered, -fingered, fold, -handed, -in-hand, -master, -necked, pence, penny, -ply, score, some, -spot, -spread, -square, -striper
- threshingtime**
- throatband**, lash, latch, strap
- throw-away**, -back, -down, -in, -off
- thrum-eyed**
- thumbbird**, -fingered, -made, #mark, -marked, nail, piece, print, rope, screw, -shaped, stall, string, tack, -worn
- thunder** #bearer, bird, blast, bolt, burst, clap, #cloud, crack, -dirt, fish, #god, gust, head, headed, light, proof, shower, smite, squall, stone, storm, strike, stroke, struck, worm
- thyroarytenoid**, epiglottic, hyoid
- tickseed**, -tack, -tack-toe, -tock
- tickle-footed**, -headed, -heeled, -tongued
- tiddledywinks**
- tide-beaten**, -beset, -bound, -caught, coach, -covered, -driven, -flooded, -forsaken, -free, head, land, -locked, #maker, #making, #mark, -marked, race, -ribbed, #surveyor, -swept, -tossed, -trapped, #waiter, -washed, water, way, -worn
- tidesman**
- tidy-kept**, #looking, -minded
- tie-back**, -in, -on, -out, pin, #plate, -plater, #rod, -up, wig
- tight-ankled**, -belted, -bodied, -booted, -bound, -clap (v.), -clenched, -closed, -draped, -drawn, -fisted, -gartered, -hosed, -limbed, -lipped, #looking, -made, -necked, -packed, -pressed, rope, -rooted, -set, -shut, -skinned, -skirted, -sleeved, -stretched, -tie (v.), -valved, wad, -wasted, wire, -wound, -woven, -wristed
- tile** #drain, fish, #setter, #setting, stone
- tiltboard**, yard
- timber-built**, -ceilinged, -framed, head, headed, jack, -laden, land, #line, man, monger, -propped, -skeletoned, -strewn, work, wright, yard
- time** #card, keep, keeper, #killer, #killing, piece, #pleaser, saver, saving, server, serving, servingness, table, taker, taking, #work, #worker, -worn
- tin-bottomed**, -bound, -bounder, -capped, -clad, -colored, -covered, -edged, -filled, foil, foiled, foiler, -handled, #house, -lined, -mailed, man, #plate, -plated, -roofed, smith, smithing, #store, -tabled, type, ware
- tinsed** #bright, -clad, -covered, -embroidered, #maker, #making, -paned, -slipped, #weaver
- tipburn**, cart, cat, -curled, curl, man, most, -off, staff, stock, tail, -tap, tilt, tilted, tilting, toe, top
- tire** #house, maid, #maker, #making, man, -mile, woman
- tired-armed**, -eyed, -faced, -headed, #looking, -winged
- titbit**, fish, lark, man, mouse
- tithebook**, -free, monger, payer, right
- Titian-haired**
- titleboard**, holder
- tittle-tattle**
- to-and-fro** (n.), day, morrow, night
- toadback**, -bellied, #blind, bug, eater, fish, #green, -legged, -shaped, -spotted, stone, stool, -swollen
- toastmaster**
- toeboard**, cap, -drop, hold, -in, -mark (v.), nail, plate, print
- toil-beaten**, -bent, -exhausted, -hardened, -marred, -oppressed, -stained, -stricken, -tired, -weary, -won, -worn
- tollbook**, gate, #gatherer, house, keeper, man, master, #taker
- tomboy**, cat, cod, fool, foolery, foolish, foolishness, -tom
- tomato-colored**
- tomb-paved**, stone, -strewn
- tommyrot**
- ton-hour**, -mile, -mileage, -mile-day
- tongue-baited**, -bang (v.), -bitten, -bound, craft, -dumb, fish, -free, -garbled, -gilt, -haltered, -hammer (v.), -kill (v.), -lash (v.), #lashing, man, manship, pad, play, proof, -puissant, -shaped, shot, -sore, -tack (v.), -tacked, -faw (v.), -tie, -tied, tip, twister, -valiant, -walk (v.), -wanton
- tool** #box, #builder, #building, #dresser, #head, #holder, #holding, #maker, #making, man, mark, marking, #plate, room, #setter, #slide, smith, #stock, stone
- toothache**, aching, achy, -billed, bird, -bred, #brush, -chiseled, #drawing, -leaved, -marked, pick, #plate, proof, -set, -shaped, stick, wash, -winged, work
- top** #armor, cap, coat, coating, #cutter, #drain, -dress (v.), #dressing, gallant, -graft (v.), -hammered, -hatted, -heavy, -heaviness, knot, knotted, #line, lofty, loftiness, #maker, #making, man, mast, most, -notcher, piece, #rail, #rope, sail, -shaped, #side, soil, #stone, #tail, #timber, #work
- topsy-turvy**
- torch** #bearer, fish, light, lighted, like, lit, man, wood
- torpedoplane**
- torrent-bitten**, -borne, -flooded, #mad, -swept
- tort-feasor**
- tortoise-footed**, -headed, -paced, -rimmed, -roofed, -shaped
- Tory-Irish**, -Radical, -ridden, -voiced
- tosspot**, -up
- tottyhead**, headed
- touchback**, #bell, #box, down, hole, -in-goal, #line, -me-not, pan, piece, stone, -up (n.), wood
- tough-backed**, -fibered, -fisted, -handed, head, -headed, -hearted, -lived, -metaled, -minded, -muscled, -shelled, -sinewed, -skinned, -thonged
- tourist-crammed**, -haunted, -infested, -laden, -ridden, -trodden
- towboat**, -colored, #feeder, -haired, head (n.), headed, line, -made, mast, net, netter, netting, path, rope
- tower-capped**, #chime, -created, -crowned, -encircled, -danked, #high, man, proof, -shaped, -studded, -supported, #work
- town-born**, -bound, -bred, -dotted, #faring, -flanked, folk, #gate, -girdled, #goer, -imprisoned, -killed, -made, man, -spent, sick, sickness, side, #site, -tied, -trained, ward, #wear, -weary, #yard
- townsboy**, fellow, folk, man, people
- toy** #house, land, #maker, #making, -sized, #shop, #town
- trace** #bearer, -galled, #high
- trackbarrow**, #bound, #layer, #laying, man, master, -mile, #shifter, sick, side, walker, walking, way, #work
- trade-bound**, craft, -in (n.), -laden, -made, #mark, master, #name, -union, -unionism, -unionist
- tradesfolk**, man, people, -union, -unionism, woman
- traffic-choked**, -congested, -furrowed, -laden, -mile, way
- tragicomedy**, comic
- trail** #blazer, #maker, #making, -marked, side, -weary
- train** #bearer, bolt, boy, -giddy, load, man, master, -mile, time, way
- training** #camp
- tram-borne**, car, line, man, pot, road, smith, way, wayman
- trans** (prefix) -Atlantic, ship
- trapball**, fall, #light, #nest, -nester, shoot, shooter, shooting, stick
- travel-bent**, -broken, -changed, -disordered, -famous, -farmed, -gifted, -infested, -jaded, -mad, -met, -parted, -sated, -salled, -spent, -stained, -tainted, -tattered, time, -tired, -toiled, -weary, -worn
- trawlbait**, net
- trawlerman**
- treadboard**, mill, wheel
- treason-haunted**, monger
- treasure-baited**, -filled, -laden, #trove
- treble-dated**, -geared, -sinewed, tree
- tree-clad**, -covered, -crowned, -dotted, -embowered, -fringed, -garnished, -girl, #god, #goddess, hopper, -lined, -locked, #maker, #making, man, -marked, nail, -planted, -shaded, -skirted, top
- trellis-bordered**, -covered, -framed, -shaded, -sheltered, work, -woven
- trenchboard**, #foot, master, #mouth, #plow, -plow (v.), -plowed, #plowing
- trencher-fed**, #maker, #making, man
- trestlework**, tree
- tricolor**, -iodide, -State, weekly

tribesman, people  
 tricktrack  
 trim-ankled, -bearded, -bodied, -bodied, -cut, -dressed, -hedged, -kept, #looking, -suited, -swept, -waisted  
 tripeman, monger, #shop, stone, wife, woman  
 triple-aisled, -arched, -awned, back (sofa), -barbed, -barred, -bearded, -bodied, -bolted, -branched, -chorded, -colored, -crested, -decked, -died, -edged, fold, -formed, -gemmed, -hatted, -headed, -lived, -piled, -rayed, -ribbed, -roofed, -stranded, tail (fish), -tailed, -terraced, -throated, -tiered, -tongued, -toothed, -towered, tree (n.), -turreted, -veined  
 trolleyman  
 troop #ship  
 trotline  
 trouble-free, -haunted, #house, maker, making, smith, -tossed, -worn  
 trout-colored, -famous, -haunted  
 trucebreaker, breaking, maker, making  
 truckman, master, way  
 true-aimed, -based, -begotten, -blooded, -born, -breasted, -bred, -derived, -devoted, -eyed, -felt, -grained, -hearted, #love, -mannered, -paced, penny, -souled, -spirited, -spoken, -stamped, -strung, -toned, -tongued  
 trumpet-hung, -shaped, -toned, -tongued, -voiced, wood  
 trundle #bed, head, shot  
 trunkback, fish, nose, way, #work  
 trusswork  
 trust-controlled, monger, -ridden, worthy  
 truth-armed, -dictated, -filled, -instructed, -led, -shod, teller, telling, -tired, -writ  
 try #house, -out, #pot, sail, #works  
 tryer-out  
 tub-brained, #maker, #making, -shaped, -sized  
 tube-eyed, -fed, -form, head, -hearted, #maker, #making, man, -nosed, -shaped, smith, #work, #works  
 tuft #hunter, #hunting  
 tugboat, boatman  
 tulipwood  
 tumblebug, -down  
 tunnel #maker, #making, man, -shaped, way  
 turn-headed  
 turf-bound, -built, -clad, -covered, -grown, -laid, man, -roofed, -spread, -walled  
 turn-about, -away, -back, bout, buckle, cap, coat, cock, -down, key, -off, -out, -over, pike, piker, pin, plate, plow, -round, row, screw, #server, sheet, skin, sole, spit, stile, stone (bird), table, tail, -to, -under, -up, wrest  
 turnip-fed, -headed, -leaved, -pointed, -rooted, #seed, -shaped, -stemmed, -tailed, wood  
 turtleback, dove, -footed  
 twelvefold, month, pence, penny, score  
 twenty-first, -one  
 twice-reviewed -revised,  
 twin-balled, -begot, -blossomed, -engined, -forked, -headed, -hued, -leaved, -named, -peaked, -spiked, -spired, -striped, -towered, -towned, -wheeled  
 twine-bound, -colored, #maker, #making, -toned  
 two-a-day (n.), -arched, -bagger, -chambered, -decker, -faced, fold, -legged, -master, pence, penny, -ply, score, -seated, -seater, -sidedness, -spot, -step, -striper, -suiter, -thirder, -up, -wheeler  
 type #high, #holder, script, setter, setting, write, writer, writing, written  
 tyrant-bought, craft, -ridden

## U

U-boat  
 U-cut, -shaped  
 ugly-clouded, -conditioned, -eyed, -faced, -headed, #looking, -omened, -tempered, -visaged  
 ultra-agnostic, -atomic, conservative, -Martian, -Puritan, refined, religious  
 umbrella-shaped  
 un-American  
 under #age, age (amount), #agent, #air (n.), air (v.), #balliff, #barber, bodice, #boy, brush, cap, casing, #chief, clad, #class, classman (student), #clerk, cloth, clothes, #contract, #cover (protection, secret), cover (shrubbery), cry, #cultivation

(tillage), cultivation (insufficient), current, #deacon, #doctor, #dog, dress (n., v.), estimate, #farmer, #fire, flannel, flooring, foot, frock, #gamekeeper, garb, #general, graduate, ground, growth, #guard, habit, hand, #head, jacket, #janitor, #jaw, #judge (magistrate), judge (v.), laid, lay, line, linen, #lip, lock (wool), #man (n.), man (v.), muslim, note, #oath, #obligation, #officer (n.), officer (v.), #orders, paid, #part, pass, plate, power (v.), #pressure (n.), pressure (v.), rated, #repair, robe, school (v.), score, script, sea, #secretary, -secretaryship, #servant, shirt, skirt, #side, sill, slip, soil, strap (v.), stream, suit, #suspicion, talk, tax (n., v.), tow, vest, wash, #way (motion), wear, world, write.  
 unequal-limbed, -lobed, -sided, -tempered, -valved  
 uneven-aged, -carriaged, -handed, -numbered, -priced, -roofed  
 unhappy-eyed, -faced, -happy, #looking, -witted unit-set  
 up-anchor, city, grade, lift, -rate (v.), -State, stream, swing, street, -to-date (u.m.), -to-dateness, town, trend, turn  
 uppercut, most  
 upright-grown, -hearted, -minded  
 upward-borne, -bound, -pointed

## V

V-boat  
 V-engine, -shaped, -type  
 vacant-brained, -eyed, -headed, -hearted, -minded  
 vague-eyed, -idealed, #looking, -minded, -phrased, -worded  
 vainglorious, glory  
 vanguard  
 vapor-belted, -braided, -burdened, -clouded, -filled, -headed, -sanded, tight  
 various-blossomed, -colored, -formed, -leaved, -measured, -minded, -priced, -tinctured, -vested  
 vase #maker, #making, -shaped, #work  
 vasoconstrictor, inhibitory  
 vast-dimensioned, #rolling, -skirted  
 vat #maker, #making, man  
 vegeto (combining form) alkali  
 veinstone, stuff  
 velvet-banded, -bearded, #black, breast, -caped, -clad, -covered, #crimson, -draped, -eared, -edged, -eyed, -faced, -footed, #green, -hearted, -hooded, -hung, -jacketed, -lined, #maker, #making, -pawed, -ribboned, -sheathed, -sleeved, -soled, -suited, -tipped, -winged, work  
 venthole  
 ventroinguinal, lateral  
 vermilion-colored, #crimson, -dyed, -painted, #red, #scarlet, -spotted, #tawny, -veined  
 verse-commemorated, craft, #maker, #making, mongering, mongery, smith, wright  
 vertebral, arterial, basilar, iliac  
 vice #admiral, -admiralty, -bitten, -cancellarian, comital, #consul, -consulate, -consulship, gerency, gerent, #governor, -governorship, -married, #minister, -ministry, #president, -president-elect, -presidency, -presidential, #rector, -rectorship, #regent, -regency, roy, royalty, -scarred, #warden, -wardenship, -worn  
 viewpoint  
 vile-born, -bred, -concluded, -fashioned, -hearted, -nated, -proportioned, -spirited, -spoken  
 vine-bordered, -clad, -covered, -decked, #dresser, -encircled, -fed, -garlanded, #grower, -hung, -laced, land, -leafed, -leaved, -mantled, -planted, -robed, -shadowed, -sheltered, -wreathed, yard, yarder  
 vinegar-faced, -flavored, -hearted, #tart  
 violet #black, #bloom, #blue, -colored, -crowned, -dyed, -ear, -eared, -embroidered, -flowered, -garlanded, #gray, -headed, -hooded, -horned, -hued, -inwoven, -rayed, -ringed, -scented, -shrouded, -stoled, -striped, #sweet, -tailed, -throated  
 violin #maker, #making, -shaped  
 virtue-armed, proof, -wise  
 vis-à-vis  
 viseman  
 vision-directed, -filled, -haunted, monger, -struck  
 vitroelectric, graph  
 voltammeter, -ampere, -coulomb, meter, -second  
 voltaelectric, electrometer



volumescop  
**vow**-bound, #maker, #making, -pledged  
**vulture**-beaked, -gnawn, -rent, -torn, -tortured, -winged  
**vulvouterine**, vaginal

## W

W-type  
**waddywood**  
**wad** #maker, #making  
**wafer** #maker, #making, -sealed, -torn, #work  
**wag**tail, tongue, wit  
**wage** #earner, #work, #worker  
**wagon**-headed, load, -roofed, smith, wayman, wright  
**wainwright**  
**waist** #band, cloth, coat, coated, coating, line  
**wald**flute, grave, horn  
**walk**-around, -away, -on, -out, -over, -up, way  
**wall**bird, board, -bound, -defended, -encircled, eye (n.), eyed, -fed, flower, -girl, -like, paper, papering, piece, -sided  
**walnut**-finished, -framed, -inlaid, -paneled, -stained, -trimmed  
**wan**-cheeked, -colored, -faced, -visaged, -worn  
**wanton** #cruel, -eyed, -mad, -sick, -tongued, -winged  
**war**-appareled, -blasted, -broken, -disabled, -famed, fare, -hardened, like, -made, #maker, #making, -marked, mouth, path, #plane, -ridden, -shaken, ship, -swept, time, -tossed, -triumphant, -wasted, -wearied, -weariness, -weary, wolf, #worker, -worn, worthiness, worthy  
**ward**maid, man, robe, room, ship, #walk, woman  
**warehouse**, houseman, #maker, #making, man, room  
**warin**-backed, -blooded, -breathed, -clad, -colored, -complexioned, -contested, -hearted, -kept, -sheltered, -tempered, -tinted, -wrapped  
**wartyback**  
**wash**basin, basket, board, bowl, cloth, colored, day, -down, #house, land, maid, man, -off, -out, pot, rag, room, #shed, stand, tray, trough, tub, -up, woman, #work  
**washer**man, woman  
**wasp**-waisted, -waistedness  
**wastebasket**, board, paper, way, weir, wood, yard  
**watch** #boat, case, cry, dog, -free, #house, keeper, maker, making, man, mate, tower, woman, word, #work  
**water**baggage, bank, #bearer, -beaten, -bind (v.), blink, bloom, board, bok, -borne, -bound, -broken, bucket, caster, chat, #color, -colored, -colorist, #commanding, -cool (v.), -cooled, course, craft, #cress, #cup, doe, #drinking, drop, -eaten, fall, #finder, -finished, -floated, -flushed, fowl, -free, -fronter, -furrow (v.), -girl, #glass, -hammer (v.), -hardened, head, #heap, #hole, horse, -interwoven, -laden, -laid, -locked, log, logged, logger, logging, man, manship, mark, master, melon, -mingled, -packed, phone, pot, proof, proofer, proofing, proofness, quake, -quenched, -resistant, -rolled, #rot, -rotted, #rotting, -rounded, scape, shed, shoot, sick, side, skin, -soak (v.), -soaked, #soaking, -sodden, -soluble, spout, -struck, #sweet, -tempered, tight, tightness, #tube, -vascular, #wall, -walled, -washed, -waved, way, #weak, -whipped, #white, work, worker, works, worm, -worn  
**watt**-hour, man, meter, -second  
**wattle**bird, work  
**wave**-beaten, -bladed, -bowered, -breasted, -buffeted, -dashed, -edged, -encircled, -haired, -hollowed, -lashed, -laved, #length (dimension), length (specific radiant energy), #mark, meter, #moist, -reflected, -subjected, -swept, -tossed, -washed, -wet, -worn  
**wavy**-coated, -edged, -grained, -haired, -leaved, -toothed  
**wax**bill, bird, chandler, chandlery, -coated, -colored, -composed, -covered, -erected, -featured, -finished, -headed, -hearted, -jointed, -lighted, #maker, #making, man, -polished, #red, -rubbed, -stitched, -tipped, -topped, #white, wing, work, worker, #yellow  
**way** #back, bill, bird, book, #bread, #bung, #down, fare, farer, faring, fellow, #god, going, #house, laid, lay, layer, laying, #leave, #maker, man,

mark, mate, #past, side, sliding (n.), -sore, -spent, thorn, #up, ward, -wearied, -weariness, -weary, -wise, -worn  
**wayzgoose**  
**weak**-backed, -bodied, -brained, -built, -chested, -conscience, -eyed, -felt, -fibered, fish, #growing, -handed, -javed, -kneed, #looking, -lunged, -made, -minded, -pated, -sighted, -spirited, -stemmed, -throated, -toned, -voiced, -willed, -winged, -witted  
**wealth**-elated, -encumbered, -fraught, -given, -got #maker, #making, monger, -proud, -ruined, -shorn, -tempted  
**weapon** #maker, #making, proof  
**weary**-footed, -laden, #looking, -winged, -worn  
**weasel**-faced, fish, skin  
**weather**-beaten, -bitten, -bleached, -blown, board, boarding, -borne, -bound, break, -bronzed, -burnt, cock, -driven, -fagged, fish, -free, #glass, #gleam, -hardened, #maker, #making, man, -marked, most, proof, proofing, proofness, -rotted, -scarred, -sick, -stayed, -tanned, tight, -tough, -wafted, -wasted, -wise, -worn, -wrung  
**webye**, -fingered, foot, footed, -glazed, #maker, #making, -toed, -winged, -worked, worm  
**wedge**bill, -billed, -formed, -grafted, -shaped, -sided, -spliced, -tailed, wise  
**weed**-choked, -entwined, -fringed, -grown, -hidden, hook, -hung, spoiled  
**weekday**, #end, -ender (n.), -ending (v.)  
**weigh**bar, bridge, bridgeman, #house, lock, man, master, -out, shaft  
**well**-ancestored, -armored, -being, -beloved, -blooded, -boned, -born, -bred, -chaperoned, #curb, #deserving, doer, doing, -favored, -favorably, -feathered, -fixed, -founded, -foundedly, -fruited, -furnished, -groomed, -grown, -handled, head, -headed, -heeled, hole, -horned, -informed, -learned, -leaved, -lettered, -liked, -liveried, #looking, -lunged, #maker, #making, #man, -mannered, -meaner, -meaningly, -natured, -nigh, -pleasedly, -principled, -read, -ribbed, -rooted, side, -spoken, spring, -stead, -tempered, -timed, -toothed, -wisher, -witted, -wooded, -worked, yard  
**welterweight**  
**were**-animal, -ass, bear, calf, fox, hyena, jaguar, leopard, tiger, wolf, wolfish, wolfism  
**west**away, -bound, -central, -faced, land, -winded  
**wet**bird, -cheeked, -eyed, -footed, -lipped  
**whale**back, -backed, bird, boat, bone, boned, -built, head (bird), -headed, man, -mouthed, road, #ship, -tailed  
**wharf**head, holder, land, man, master, side  
**whate**ver, soever  
**whal**worm  
**wheat**bird, #cake, -colored, ear, eared, -fed, field, #grower, -hid, land, -rich, stack, stalk, worm  
**wheel** #band, barrow, #box, -cut (a., v.), -footed, #house, -made, #maker, #making, man, -marked, -mouthed, race, #road, -shaped, -smashed, smith, #spin, -spun, -supported, -twined, way, work, -worn, wright  
**wheels**man  
**where**ever, soever  
**whence**soever  
**where**abouts, after, as, at, #away, by, for, fore, from, in, insoever, into, of, on, out, over, soever, through, till, to, toever, under, until, unto, upon, with, withal  
**where**ever  
**whe**stone  
**why**beard, -bearded, bird, -blooded, -brained, -colored, face, faced, worm, wormed  
**whic**ever, soever  
**whiff**tree  
**whip**bird, cord, -corrected, crack, craft, -ended, fish, #graft, jack, lash, #maker, #making, man, -marked, master, poorwill, saw, sawed, sawing, sawyer, -shaped, #socket, #staff, #stalk, #stick, stitch, stitched, stitching, #stock, tail, -tailed, -tom-kelly, -torn, worm  
**whip**per-in, snapper  
**whirl**about, blast, pool, -shaped, wig, wind  
**whistle**fish, -pig, wing, wood  
**whit**leather, wall



**white**-acre, -anted, back, bait, bark, beam, beard, belly, bill, bird, blaze, boy, cap, capper, coat, -collared, #corn, -ear, -eye, -eyed, face, -faced, fish, #fly, foot (n.), -footed, -handed, #hard, head, -headed, #hot, #lead, -minded, pot, -ribboner, rump, smith, stone, tail, -tailed, throat, tip, vein, wall, wash, washed, washer, washing, wood, worm  
**whithersoever**  
**whiz**-bang  
**whoso**, soever  
**whole**-backed, -bodied, -colored, -eared, -eyed, -feathered, -footed, -headed, hearted, -hogger, -hoofed, -leaved, -minded, -mouthed, sale, saler, -skinned, -soled, -souled, -spirited, -witted  
**whomso**, soever  
**whooping** #cough  
**wickerwork**  
**wicketkeeper**  
**wide**-arched, -armed, #awake, -awakeness, -banked, -branched, -breasted, -brimmed, -chapped, -doored, -eared, -elbowed, -eyed, -faced, -framed, -gated, -girdled, -handed, -hearted, -hipped, -jointed, -knead, -leafed, -leaved, -lipped, -minded, -mouthed, -necked, -nosed, -openness, -palmed, -patched, -petaled, -realmed, -ribbed, -rimmed, -shaped, -skirted, -sleeved, -spaced, -spanned, spread, spreading, spreadly, spreadness, -streeted, -throated, -toed, -tracked, -veined, -wayed, -winged  
**widowhood**, #maker, man  
**wife**-awed, -bound, hood, -ridden, -worn  
**wig** #maker, #making, tail, wag, wagger  
**wiggletail**  
**wild**-armed, -blooded, -born, -brained, -bred, cat, catter, -chosen, -eyed, fire, -fought, grave, -grown, -haired, -headed, -headedness, life, -made, -notioned, -phrased, -spirited, -winged, -wetted, wood, -woven  
**will**-fraught, -less, #maker, #making, strong, #worship, #worshiper  
**willing**-hearted  
**will-o'-the-wisp**  
**willy-nilly**  
**willow**-bordered, -colored, -fringed, -grown, -leaved, -shaded, -skirted, -tufted, -veiled, ware, #wielder, wood, worm  
**wilt**-resistant  
**windbag**, bagged, bagger, -balanced, ball, -blown, -borne, -bound, break, #broach, -broken, -chapped, -clipped, #clothes, #cloud, fall, fallen, fast, -fertilization, -fertilized, -firm, fish, flow, #force, gall, galled, #god, -hungry, jammer, mill, pipe, player, -pollinated, -pollination, proof, #puft, -rode, row, rowed, rower, rowing, #screen, -shaken, shield, shock, storm, sucker, -swept, #swift, -taut, tight, -up, ward, wardly, wardness, way, -whipped, -winged, -worn  
**window** #maker, #making, man, pane, #peeper, #shopper, #shopping  
**windy**-aisled, #clear, -footed, -headed, #looking, -mouthed, -voiced, -worded  
**wineball**, bibber, bibbing, -colored, conner, -crowned, -drabbed, -driven, -drunken, glass, glassful, grower, growing, -hardy, -heated, #house, -inspired, -laden, -merry, pot, -shaken, #shop, skin, -soaked, sop, -stained, -stuffed, #taster, -tinged, vat, -wise, #yielding  
**wingbeat**, -borne, -broken, -clipped, -cut, fish, -footed, -hoofed, -leafed, -leaved, -maimed, piece, power, -shaped, #shot, spread, -wearily, -weary, -wide  
**winter**-beaten, -bound, -clad, -fallow (v.), -habited, -kill, -killed, -proud, tide, time  
**wirebar**, bird, -borne, -bound, -caged, #dancer, -draw (v.), #drawer, -drawn, -edged, -guarded, hair, haired, -hung, #maker, #making, man, -mended, monger, -netted, puller, pulling, -sewed, -sewn, -shafted, smith, -spun, -stringed, -strung, -tailed, -toothed, way, -wheeled, work, worker, working, #works, worm, -wound, -woven  
**wiry**-coated, -haired, -leaved, #looking, -stemmed, -voiced  
**wiseacre**, acred, acredness, -bold, crack, cracker, -framed, head, headed, -hearted, -heartedly, -lipped, -said, -spoken, -valiant, -worded  
**wishbone**  
**wishy-washy**

**witch**-charmed, craft, #finder, -held, #hunter, #hunting, man, monger, -ridden, -stricken, work  
**with** #band, -wring  
**witty**-brained, -conceited, -feigned, -pated, -pretty, -worded  
**wizen**-faced, -hearted  
**woebegone**, -bested, -betrothed, -dejected, -delighted, -destined, -embroidered, -enwrapped, -exhausted, -fraught, -humbled, -illuminated, -infirm, -laden, -maddened, -sprung, -stricken, -struck, -surcharged, -threatened, -tied, -weared, -weary, -wedded, -whelmed, -worn, -wrinkled  
**wolf**-begotten, -colored, -eyed, -haunted, #hound, -moved, -shaped, skin, -suckled  
**woman**-born, head, -hearted, hood, kind, -suf-fragist  
**womenfolk**  
**wonderland**, -stricken, strong, -struck, work, worker, working  
**wood** #bark, -born, -bound, #box, -bred, -built, -cased, chuck, cock, craft, crafter, craftiness, #cut, #cutter, #cutting, -embosomed, -encumbered, -faced, fall, fish, -fringed, -girt, -hoofed, #horse, house, -hung, #jobber, -keyed, land, lander, -lined, #lot, man, monger, -paneled, -paved, pecker, #pile, #print, #ranger, -rip, rock, -roped, -sheathed, shed, #shop, side, silver, skin, -skirted, stock, stone, wall, -walled, work, worker, working, worm, yard  
**wooden**-barred, -faced, -featured, head, headed, -hooped, -hulled, -legged, -lined, -pinned, -posted, -seated, -shoed, -sided, -soled, -tined, -walled, ware, -weary, -wheeled  
**woodsman**  
**wool**-backed, -dyed, fell, #flock, -fringed, gathered, #grower, #growing, head, -laden, -lined, man, -o'erburdened, pack, -pated, #press, #sack, #scour, #shearer, #shearing, #shears, skin, #sorter, #sower, #stock, #washer, #wheel, #white, #winder, -witted, -woofed, work, worker, working  
**woolly**-buted, -coated, -haired, head (n.), headed, -leaved, #looking, -minded, -pated, -podded, -tailed, -wetted, #white  
**word**-blind, book, -bound, #building, #catcher, -charged, -clad, craft, craftsman, -deaf, #jobber, #maker, #making, man, monger, mongering, play, #seller, #slinger, #slinging, smith, spite  
**wordsmen**  
**workaday**, #away, bag, basket, bench, book, box, brittle, #cure, day, -driven, fellow, folk, girl, hand, -hardened, #horse, house, housed, man, manlikeness, master, -out, #pan, people, piece, place, room, shop, -shy, -shyness, -stained, stand, #stopper, #table, time, -up, -wan, ways, -weary, week, wise, woman, womanlike, -worn, yard  
**workingman**  
**world**-beater, -conscious, -consciousness, #maker, #making, proof, quake, self, -wearily, -weariness, -weary, -wide  
**worldly**-minded, -mindedly, -mindedness  
**worm**-cankered, -consumed, -eaten, -gnawed, -gnawn, #hole, -holed, -pierced, -reserved, -riddled, -ripe, -shaped, -spun, -tongued, -worn, -wrought  
**worn-outness**  
**worst**-affected, -bred, -cast, -damaged, -disposed, -fashioned, -formed, -governed, -informed, -managed, -paid, -printed, -ruled, -served, -taught, -timed, -treated, -used, -wanted  
**wound**-fevered, -marked, -plowed, -scarred, -se-created, -worn  
**wreath**-crowned, -drifted, -festooned, #maker, #making, -wrought  
**wreckfish**  
**wringbolt**, staff  
**wrinkle**-coated, -faced, -fronted, -furrowed, #mak-  
**wrinkled**-browed, -cheeked, -leaved, #old, -shelled, -visaged  
**wringing** #wet  
**wrist** #band, bone, face, work  
**wrongdoer**, doing, -ended, -endedness, #font, -head-  
**wry**-armed, bill, -billed, -blown, -eyed, -faced, -formed, -guided, #looking, mouth (fish), -mouthed, -nosed, -set, -tailed, -toothed

X-ray **X**  
X-shaped

Y-shaped **Y**  
**yachtsman**, woman  
**Yankee-Doodle**, land  
**yarm**, keep, land, man, master, stick, ward  
yawl-rigged  
yawmeter

**yearbook**, -day, -hour  
yeast-bitten

**yellowback**, -backed, -bellied, bill (bird), -billed,  
bird, -breasted, -covered, -crowned, -eyed, fish,  
hammer (bird), -headed, -legger, -shafted, -tailed,  
-throated, -vented

yesterday, year  
**yokefellow**, mate, mating, -toed  
**young**-bladed, -chinned, -conscienced, -counseled,  
-eyed, -headed, -hearted, -ladydom, -ladyfied,  
-ladyhood, -ladyish, -ladyism, -lady-like, -man-  
hood, -man-like, -manliness, -manly, -manship,  
-womanhood, -woman-like, -womanly, -woman-  
ship  
yuletide

**Z**

zantewood  
**zeal**-blind, -influenced, -transported, worthy  
zebrawood  
Zend-Avesta  
**zero**axial, -dimensional  
**zinc**-coated, -etched, -lined, -robed

Abbreviations





## ABBREVIATIONS

(See also Numerals; Symbols)

Abbreviations are used to save space and to avoid distracting the mind of the reader by a repetition of long, cumbersome words or phrases.

The nature of the publication governs the extent to which abbreviations are used. In ordinary text, abbreviations are to be avoided, with a few exceptions; in formal usage even fewer abbreviations are required; in the text of technical publications and in parentheses, footnotes, sidenotes, tables, leader work, and bibliographies many words are commonly abbreviated. Cut-in side heads, tables of contents, and indexes are regarded as text.

Some scientific, technical, and industrial groups have adopted definite forms of abbreviations for terms in their specialized fields, and these forms are acceptable for use in publications falling within the respective classes.

### Capitalization, hyphenation, period, and spacing.

59. In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

A. A. A. S.  
c. o. d.

no.  
ft.-lb.

(a) When requested by author, abbreviations may take the form of symbols, and in such cases periods and spaces are omitted.

NYA

TVA

AAA

(b) Periods are omitted after abbreviated compass directions when denoting fractional sections in land descriptions and after abbreviations of units based on the metric system.

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E. of the Boise meridian  
kg, kv, m, kc

### Geographic terms.

60. The words *United States* are abbreviated if preceding the word *Government* or the name of a Government organization in parentheses, footnotes, sidenotes, tables, and leader work; also in all cases if preceding the name of a Government vessel.

U. S. Government

U. S. Congress

U. S. House of Representatives

U. S. Senate

U. S. National Museum

U. S. monitor *Nantucket*

U. S. S. *Brooklyn* (note abbreviation for ship)

61. In other than formal usage Philippine Islands, Puerto Rico, and the names of States of the United States (except Idaho, Iowa, Maine, Ohio, and Utah) are abbreviated after any geographic term,

including armory, arsenal, aviation field, barrack, fort, Indian agency, military camp, national forest, national park, navy yard, reservation (forest, Indian, or military), or reserve or station (military or naval).

Richmond, Va.  
Anne Arundel County, Md.

Mount Rainier National Forest, Wash.  
Stone Mountain, Ga.

### Approved forms of abbreviations:

Ala.	Ill.	Mo.	Okla.	Vt.
Ariz.	Ind.	Mont.	Oreg.	Va.
Ark.	Kans.	Nebr.	Pa.	Wash.
Calif.	Ky.	Nev.	P. I.	W. Va.
Colo.	La.	N. H.	P. R.	Wis.
Conn.	Md.	N. J.	R. I.	Wyo.
Del.	Mass.	N. Mex.	S. C.	
D. C.	Mich.	N. Y.	S. Dak.	
Fla.	Minn.	N. C.	Tenn.	
Ga.	Miss.	N. Dak.	Tex.	

(a) The names of other insular possessions and of Territories and foreign countries are not abbreviated.

62. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, and *building*, following name or number, are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work. For the numbers of streets or avenues, figures are used in parentheses, footnotes, sidenotes, tables, and leader work; elsewhere the numbers of streets and avenues are spelled out.

First Street NW. Ninth Avenue; (9th Ave.)  
but E Street East (to prevent confusion); also West, North, South

63. The words *fort*, *mount*, *point*, and *port* are not abbreviated.

### Descriptions of tracts of land.

64. In the description of tracts of public land the following abbreviations are used:

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E., of the Boise meridian  
lot 6, NE $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W.  
N $\frac{1}{2}$  sec. 20, T. 7 N., R. 2 W., sixth principal meridian  
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.  
Tps. 2 S., Rs. 8, 9, and 10 E., sec. 26  
T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$ , W $\frac{1}{2}$ , and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$   
sec. 32 (with or without a township number)

(a) In such descriptions where fractions are spelled out, *half* and *quarter* are used (not *one-half* or *one-quarter*).

south half of T. 47 N., R. 64 E.

### Names and titles.

65. Christian names are abbreviated only if it is necessary to save space. The following forms are used:

Benj.	Edwd.	Saml.
Danl.	Jas.	Thos.

(a) The following forms are not always abbreviations, and copy should be followed as to periods:

Alex	Ed	Sam
Ben	Fred	Will

(b) In signatures the form used by the signer must be retained.

George Wythe

Geo. Taylor



66. In firm names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Ltd.*, *Inc.*, and *&* are used; the word *Corporation*, if a part of the name, is not abbreviated.

American Telephone & Telegraph Co.  
Jones Bros. & Co.  
Maryland Steamship Co., Ltd.  
Smith & Bro.

Chesapeake & Delaware Canal  
Vic Sport Shop, Inc.  
Hough Shade Corporation

(a) Abbreviate the words *railroad* and *railway* (*R. R.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corporation", also *steamship* (*S. S.*), when preceding name, in parentheses, footnotes, sidenotes, tables, and leader work.

(b) In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan

Cuvier and Valenciennes

67. In other than formal usage a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian name or initial.

Adj.	Hosp. Steward	Passed Asst. Surg.
Adj. Gen.	Insp. Gen.	Prof.
Asst. Surg.	Judge Adv. Gen.	Pvt.
Brig. Gen.	Lt.	Pvt. (1st cl.)
Bvt.	Lt. Col.	Q. M. Gen.
Capt.	Lt. Comdr.	Q. M. Sgt.
Col.	Lt. Gen.	Second Lt.
Com. Sgt.	Lt. Gov.	Sgt.
Corp.	Lt. (Jr. Gr.)	Sgt. Maj.
First Lt.	Maj.	Supt.
First Sgt.	Maj. Gen.	Surg.
Gen.	Orderly Sgt.	Surg. Gen.
Gov.	Ord. Sgt. (Ordnance Sergeant)	Surg. Maj.
Hosp. Sgt.		Third Lt. Eng.

(a) The words *honorable* and *reverend* are adjectives, not titles, and should be followed by the first name, the initials, or the appropriate title; they are usually abbreviated unless preceded by *the*.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
Rev. Allen A. Stockdale; Rev. Dr. Stockdale (*not* Rev. Stockdale)  
the Reverend Dr. Graham

Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman

(b) The following abbreviations are used after a name:

Esq., Jr., Sr. (See also p. 123, par. 222.)  
Degrees: LL. D., M. A., Ph. D., etc.  
Fellowships, orders, etc.: F. R. S., K. C. B., etc.

### Parts of publications.

68. For parts of publications mentioned in parentheses, footnotes, sidenotes, lists of references, synonymies, tables, and leader work, and followed by figures, letters, or roman numerals, the following abbreviations are used:

art., arts. (article, articles)	pt., pts. (part, parts)
bull., bulls. (bulletin, bulletins)	sec., secs. (section, sections)
ch., chs. (chapter, chapters)	subpar., subpars. (subparagraph, sub- paragraphs)
fig., figs. (figure, figures)	subsec., subsecs. (subsection, subsec- tions)
no., nos. (number, numbers)	vol., vols. (volume, volumes)
p., pp. (page, pages)	
par., pars. (paragraph, paragraphs)	
pl., pls. (plate, plates)	

**Terms relating to Congress.**

69. For the words *Congress* and *session* in parentheses, footnotes, sidenotes, lists of references, synonymies, tables, and leader work, the following abbreviations are used (note punctuation):

72d Cong., 1st sess.  
1st sess. 72d Cong.  
Public, No. 64, 74th Cong.

70. In references to bills, resolutions, documents, and reports in parentheses, footnotes, sidenotes, tables, and leader work, these terms are abbreviated as follows:

H. R. 416 (House bill)	S. J. Res. 45 (Senate joint resolution)
S. 116 (Senate bill)	H. Doc. 35 (House document)
H. Res. 5 (House resolution)	S. Doc. 62 (Senate document)
H. Con. Res. 10 (House concurrent resolution)	H. Rept. 214 (House report)
H. J. Res. 21 (House joint resolution)	S. Rept. 410 (Senate report)
S. Res. 50 (Senate resolution)	Ex. Doc. 20 (Executive document)
S. Con. Res. 17 (Senate concurrent resolution)	Misc. Doc. 16 (miscellaneous document)
	Public Res. 47

71. References to statutes in parentheses, footnotes, sidenotes, tables, and leader work are abbreviated as follows:

Rev. Stat. (Revised Statutes)  
Supp. Rev. Stat. (Supplement to the Revised Statutes)  
Stat. L. (Statutes at Large)

**Calendar divisions.**

72. The names of months (except May, June, July), where followed by the day, are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work as follows:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.

(a) In narrow columns of tables the names of months may be abbreviated even if standing alone.

73. The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables.

Mon.	Thurs.	Sat.
Tues.	Fri.	Sun.
Wed.		

**Common abbreviations.**

74. The following abbreviations are in common use:

A. D., anno Domini (in the year of our Lord)	C. Cls. R., Court of Claims Reports
a. i., ad interim (in the interim)	cf., confer (compare)
A. M., anno mundi (in the year of the world)	c. i. f., cost, insurance, and freight
a. m., antemeridian	c. m., circular mil (wire measure)
B. C., before Christ	c. o. d., cash on delivery
Bldg., building	c. p. a., certified public accountant
Blvd., boulevard	e. g., <i>exempli gratia</i> (for example)
b. o., buyer's option	e. m. f., electromotive force
B. t. u., British thermal units	et al., et alii, et aliae (and others)
ca., circa (about)	etc., et cetera (and so forth)
cc, cubic centimeter	et seq., et sequentes, et sequentia (and the following)
C. Cls., Court of Claims	et ux., et uxor (and wife)
	f., ff., and following page (pages)

## IMPORTANT CHANGES INCLUDED IN THE 1935 REVISION OF THE GOVERNMENT PRINTING OFFICE STYLE MANUAL

---

Samples submitted will not be considered as style for composition if they conflict with the Style Manual (p. 1).

All tables will be set in 6-point solid unless copy is marked otherwise (p. 5).

The depth of sinks on new pages is graduated according to the length of the page (p. 8).

Signature lines are always set in 6-point lower-case, never in small caps (p. 12).

Note punctuation in signature lines on pasters (p. 12).

Imprints are not to be used on any page of cover except on congressional hearings, and are never used on a half title (p. 13).

Derivatives of proper names used with acquired and common meaning listed definitely (p. 15, par. 2a).

Such terms as *lock* and *pier* are lower-cased, even with name or number (p. 16, par. 3d).

Capitalization of the word *Territory* is liberalized (p. 18, par. 7).

Names of the 24 great soil groups are capitalized (p. 19, par. 8a).

Capitalize *New Deal* (Roosevelt administration) (p. 20, par. 13).

Capitalization of short or popular titles of acts widened to include Federal, State, and foreign acts (p. 22, par. 17a).

Definite rule as to capitalization in matter set in caps and small caps and caps and lower-case (p. 23, par. 19a; p. 141, par. 284a).

Numerous changes in approved forms of spelling. See *aid*, *aide*, *envelope*, *milk cow*, *rhyme*, etc. (pp. 43-44).

Restriction on the use of accents in geographic names stricken out (p. 45, par. 25).

Plurals of gothic shapes and forms are formed by adding an apostrophe and s (p. 48, par. 38; p. 101, par. 99b).

Hyphens are not used in color combinations (p. 52, par. 51).

Latin terms are hyphenated when used as unit modifiers (p. 52, par. 52).

Hyphen used in unit modifier which reads back (p. 53, par. 52b).

The hyphen is used in fractions when spelled (p. 53, par. 56).

Spaces are used after periods following one-letter abbreviations, paragraph 59 (a) on page 87 being changed to provide for the omission of spaces in symbols when periods also are omitted.

Such words as *street*, *avenue*, and *building* are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work, and in these same instances figures are used for the numbers of streets and avenues (p. 88, par. 62).

The provision for the use of figures in groups of two or more enumerations is changed to provide for the use of figures only when one of the enumerations is 10 or over (p. 96, par. 84a).



Use full space after colon in Biblical citations (p. 103, par. 104e).

The comma is used between title and name of organization (p. 104, par. 105l).

The final period is not omitted after flush heads and cut-in side heads (p. 108, par. 115b).

Lists of words set in columns will carry the final period unless copy is otherwise prepared (p. 108, par. 115b).

Use of quotation marks restricted following *known as*, *so-called*, etc. (p. 108, par. 117b).

Quotation marks are not borne off from adjacent characters (p. 109, par. 117e).

Months are spelled in tabular work unless followed by the day (p. 111, par. 125).

All clears and indentions are in addition to bear-offs (p. 111, par. 128).

Center heads, including years, in figure and date columns are set in italic (p. 113, par. 146; p. 114, par. 159).

A cipher used alone in a money or other decimal column is placed in the unit row preceding the period (p. 113, par. 148).

Use of the *do.* is clarified (pp. 114–115, pars. 161, 162, 167).

Plus and minus signs at the right in figure columns are cleared (p. 115, par. 176).

Fractions standing alone will be spelled at the beginning of a footnote (p. 117, par. 192).

Figures are centered in tables in rules consisting entirely of figure columns (p. 118, par. 207).

*Do.* is not used in an independent column consisting entirely of units of quantity (p. 118, par. 209a).

Well-known abbreviations of units of quantity will be used over all figure columns of a table if it is necessary to abbreviate over any column to save overrun (p. 118, par. 210).

The dollar mark does not carry through leaders in leader work (p. 121, par. 216).

Footnote references begin with 1 in each statement of leader work, and footnotes are printed immediately beneath the leader work, separated from it by two leads (p. 121, par. 218).

Units of quantity and other words centered over stub or figure column in leader work are set in 6-point italic (p. 122, par. 219).

More than eight signatures, with or without titles, are run in, caps and lower-case, and are set with hanging indention, 5 and 7 ems (p. 125, par. 235).

In copy marked *Fol.*, compounding is included in the features which are to be followed (p. 131, par. 244).

In copy marked *Fol. lit.* abbreviations are not closed up unless so prepared (p. 131, par. 245a).

In copy marked *Fol. lit.* or *Fol., incl. punc.* the relative position of quotation marks to other marks of punctuation will be followed (p. 131, par. 245a).

Capitalization and compounding are included in the features to be followed in printing Supreme Court and other court records (p. 133, par. 252) and opinions of the Court of Claims and the various courts of appeals (p. 134, par. 265a).

In 12-point briefs the overrun lines in the titles of cases are set in caps and small caps on both covers and captions (p. 136). This rule also applies to titles of cases in court opinions (pp. 138, 139).

Footnotes to indented matter are set full measure (p. 144, par. 317).

Sidenotes and cut-in notes are to be set flush on left and ragged unless otherwise prepared (p. 144, par. 320).

*Two leads, three leads, etc.*, marked on copy means two leads in all, three leads in all, etc. (p. 144, par. 325).

Use of leads around flush heads and extracts indicated (p. 144, pars. 326, 327).

H. B. BARNHART,  
*Chairman, Style Board.*

GOVERNMENT PRINTING OFFICE,  
*November 1935.*





- f. a. s., free alongside  
 f. o. b., free on board  
 F. R. S., Fellow of the Royal Society  
 fo, folio  
 feet b. m., feet board measure (with figures)  
 ft.-lb., foot-pound  
 hp., horsepower  
 ibid., ibidem (in the same place)  
 id., idem (the same)  
 i. e., id est (that is)  
 in.<sup>2</sup>, sq. in., square inch (superior figure here not a reference)  
 in.<sup>3</sup>, cu. in., cubic inch (superior figure here not a reference)  
 I. Q., intelligence quotient  
 K. C. B., Knight Commander of the Bath  
 kv-a, kilovolt-ampere  
 kw.-hr., kilowatt-hour  
 L. S., locus sigilli (place of the seal)  
 loc. cit., loco citato (in the place cited)  
 ms., mss., manuscript, manuscripts  
 n. e. s., not elsewhere specified  
 no., nos., number, numbers (only preceding figures)  
 n. o. i. b. n., not otherwise indexed by name  
 nol-pros, nolle prosecute (to be unwilling to prosecute)  
 non-pros (v.), non prosequitur (he does not prosecute)  
 O. K., O. K.'d, O. K.'ing, O. K.'s  
 O. R. C., Officers' Reserve Corps  
 op. cit., opere citato (in the work cited)  
 p., pp., page, pages  
 pct., percent (no period), per centum  
 p. m., postmeridian  
 p. p. m., parts per million  
 q. v., quod vide (which see)  
 R. O. T. C., Reserve Officers' Training Corps  
 r. p. m., revolutions per minute  
 R. R., railroad  
 Ry., railway  
 S. A. T. C., Student Army Training Corps  
 sec.-ft., second-foot  
 ser., series  
 SOS (no periods) (wireless distress signal)  
 sp. gr., specific gravity  
 ss, scilicet (namely, in law)  
 S. S., steamship  
 St., SS., Saint, Saints  
 T., Tps., township, townships  
 TB (no periods), tuberculosis  
 TNT (no periods), trinitrotoluol  
 U. S. A., United States of America  
 U. S. Army, United States Army  
 U. S. C., United States Code  
 U. S. N. R., United States Naval Reserve  
 U. S. S. R., Union of Soviet Socialist Republics  
 US 40 (no periods), U. S. No. 40 (with periods), United States Highway No. 40  
 v. or vs., versus (against)  
 viz (no period), videlicet (namely)  
 WMAL, etc. (no periods), radio stations  
 4°, quarto  
 8°, octavo  
 2d, second  
 3d, third

### Terms of measure.

75. Compass directions are abbreviated as follows:

N.	E.	S.	W.	10° N. 25° W.
NE.	SW.	NNW.	ESE.	NW. by N. ¼ W.

76. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work, and the figures are closed up.

lat. 52°33'05'' N.  
 long. 13°21'10'' E.

77. Temperature and gravity are expressed in figures with the degree mark; the following abbreviations are used:

C., centigrade	B., Baumé
F., Fahrenheit	A. P. I., American Petroleum Institute
Cel., Celsius	Twad., Twaddell
R., Réaumur	32° F.
K., Kelvin	273.1° K.
Abs., absolute	18° A. P. I.

78. References to meridian in statements of time are abbreviated as follows:

10 a. m.	12 m. (noon)
2:30 p. m. (equal space each side of colon)	12 p. m. (midnight)

(a) The word *o'clock* is not needed with the above abbreviations.

79. Metric abbreviations are simply the initial letters of the respective units combined with the initial letters of the prefixes, set in lower-case and without period, the same form being used for both singular and plural.

<i>Prefixes and their meaning</i>		<i>Metric units</i>	
m	milli = one-thousandth (0.001)	m	meter (for length)
c	centi = one-hundredth (0.01)	g	gram (for weight or mass)
d	deci = one-tenth (0.1)	l	liter (for capacity)
[The unit equals 1]			
dk	deka = ten (10)		
h	hecto = one hundred (100)		
k	kilo = one thousand (1,000)		

<i>Length</i>		<i>Area</i>		<i>Volume</i>	
km	kilometer	km <sup>2</sup>	square kilometer	km <sup>3</sup>	cubic kilometer
hm	hectometer	hm <sup>2</sup>	square hectometer	hm <sup>3</sup>	cubic hectometer
dkm	dekameter	dkm <sup>2</sup>	square dekameter	dkm <sup>3</sup>	cubic dekameter
m	meter	m <sup>2</sup>	square meter	m <sup>3</sup>	cubic meter
dm	decimeter	dm <sup>2</sup>	square decimeter	dm <sup>3</sup>	cubic decimeter
cm	centimeter	cm <sup>2</sup>	square centimeter	cm <sup>3</sup>	cubic centimeter
mm	millimeter	mm <sup>2</sup>	square millimeter	mm <sup>3</sup>	cubic millimeter
μ	micron (0.001 mm)	μ <sup>2</sup>	square micron	μ <sup>3</sup>	cubic micron
mμ	millimicron				

<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
kg	kilogram	ha	hectare	kl	kiloliter
hg	hectogram	a	are	hl	hectoliter
dkg	dekagram	ca	centare	dkl	dekaliter
g	gram			l	liter
dg	decigram			dl	deciliter
cg	centigram			cl	centiliter
mg	milligram			ml	milliliter

(a) A similar plan of abbreviation applies to any unit based on the metric system.

A angstrom	h henry	kc kilocycle
a ampere	j joule	kv kilovolt
c cycle (kc only)	mc megacycle	mf millifarad
d dyne	ohm, not abbreviated	μf microfarad (one-millionth of a farad)
e erg	v volt	μμ one-millionth of a micron
f farad	w watt	

80. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>	<i>Weight</i>
in., inch	grain(s), not abbreviated
ft., foot	dr., dram
yd., yard	oz., ounce
mile(s), not abbreviated	lb., pound
	cwt., hundredweight
	ton(s), not abbreviated
<i>Area and volume</i>	<i>Capacity</i>
sq. in., in. <sup>2</sup> , square inch	gill(s), not abbreviated
cu. in., in. <sup>3</sup> , cubic inch	pt., pint
sq. mile(s), square mile(s)	qt., quart
cu. ft., cubic foot	gal., gallon
<i>Time</i>	pk., peck
yr., year	bu., bushel
mo., month	bbl., barrel
dy., day	
hr., hour	
min., minute	
sec., second	

**Money.**

81. The following are some of the abbreviations and symbols used for indicating money.

\$, dol. (dollars)	₱ (pesos)
c., ct., ¢ (cent, cents)	£ (pounds)
₺T175 (Turkish)	s. (shillings)
\$US15,000	d. (pence)
\$Mex2,650	£12 16s. 8d. ( <i>not</i> 12/16/8)

(For the abbreviations of other terms indicating foreign money, see Foreign coins, p. 151.)





Numerals

Symbols

Punctuation

Tabular  
Work

Leader  
Work

Date Lines  
etc.





## NUMERALS

(See also Tabular Work; Leader Work)

Arabic numerals are generally preferable to roman numerals.

Most rules for the use of arabic numerals are based on the general principle that they are used in expressions of quantity or measurement, in enumerations, and in matter that is primarily statistical, but that numbers are spelled out in certain connections for special reasons. The following rules cover the most common conditions that require a decision between the use of arabic numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

### NUMBERS EXPRESSED IN FIGURES

#### Punctuation.

82. The comma is used in a number containing four or more digits, except in serial numbers or in astronomical time.

#### Quantities and measurements.

83. Quantities and measurements are expressed in figures.

##### Age:

6 years old  
52 years 10 months 6 days  
a 3-year-old

##### Clock time (see also Time):

4:30 p. m. (equal space each side of colon)  
10 o'clock or 10 p. m. (preferably not 10 o'clock p. m.)  
half past 4  
4<sup>h</sup>30<sup>m</sup> or 4.5<sup>h</sup>, in scientific work, if so written in copy  
0025, 2359 (astronomical time)

##### Dates:

June 1935; June 29, 1935 (*not* June, 1935, or June 29th, 1935)  
March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)  
May, June, and July, 1935  
the 2d (or 3d) instant  
4th of July (*but* Fourth of July, meaning the holiday)  
the 1st [day] of the month (*but* the last of April or the first of May, not referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period of more than 2 years, when contracted, the forms 1931-32, 1801-2 1875-79 are used (*but* 1895-1914, 1900-1901); for 2 or more separate years not representing a continuous period a comma is used instead of a dash (1875, 1879).

Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch  
silver 0.900 fine  
specific gravity 0.9547  
gage height 10.0 feet  
*but* .30 caliber (meaning 0.30 inch, bore of small arms); 30 calibers (length)

## Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.  
 latitude 49°26'14'' N.  
 a polariscopic test of 85°  
 45.5° to 49.5° below zero  
 an angle of 57°

strike N. 16° E.  
 dip 47° W., *or* 47° N. 31° W.  
 gravity 16.6° B.  
 25'.5 *or* 25.5', as in copy

## Market quotations:

4½-percent bonds  
 Liberty bonds sell at 95  
 Metropolitan Railroad, 109

gold is 109  
 wheat at 42  
 sugar, .03

## Mathematical expressions:

multiplied by 3

divided by 6

## Measurements:

110 meters  
 about 10 yards  
 8 by 12 inches  
     (*or* 8 x 12 inches *or* 8" x 12")  
 1½ miles  
 6 acres  
 40 bushels  
 1 gallon  
 3 ems  
 20/20 (vision)

60μ  
 2,500 horsepower  
 15 cubic yards  
 6-pounder  
 80 foot-pounds  
 10s (for yarns and threads)  
*but* tenpenny nail; fourfold;  
     three-ply; five votes; six  
     bales

## Money:

\$3.65; \$0.75; 75 cents  
 \$3 per 200 pounds  
 75 cents apiece  
 3¢ to 5¢ (no spaces)  
 Rs.3,225,644 (Indian rupees)

2.5 francs *or* fr.2.5  
 £2 4s. 6d.  
 £T175  
 65 yen  
 ₱265

## Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)  
 3.65 bonds; 3.65's, 5-20 bonds; 5-20's; 4½'s; 3's  
 50-50 (colloquial expression)

## Proportion:

1 to 4  
 1:62,500 (equal space each side of colon)  
 1-3-5

## Time (see also Clock time):

6 hours 8 minutes 20 seconds  
 10 years 3 months 29 days  
*but* four centuries; three decades

8 days  
 7 minutes  
 1 month

## Unit modifiers:

5-day week  
 8-year-old wine  
 8-hour day

10-foot pole  
 ½-inch pipe  
*but* six-room house

(a) The degree mark is always used in lieu of the word *degree* following a figure. Any symbol that is set close up to figures, such as the degree mark, Greek mu, or commercial c (°, μ, ¢), is used after each figure.

45° to 65° F., *not* 45 to 65° F.

5'-7' long, *not* 5-7' long

## Enumerations.

84. Figures are used for enumerations and serial numbers, as follows:

(a) Two or more enumerations within a sentence, any one of which is 10 or over. A unit of quantity or measurement as defined in paragraph 83, which is always expressed in figures, is not considered as a part of a group of enumerations within a sentence.

That occurred four out of five times.

There were 3 committees consisting of 10 men.

The farmer owned 8 horses and 10 cows.

There were five men, three women, and nine children on the bus.

The six-room house was completed in a 5-day week.

I would like to say one or two words, but I won't take more than 4 or 5 minutes of your time.

The five girls and four boys earned  $8\frac{1}{2}$  cents an hour.

Those two men dug nine post holes 2 feet deep.

The three boys ran 1 mile in 8 minutes.

That man has had 3 suits, 2 pairs of shoes, and 10 hats in the past 2 years, and they cost him \$150.

That man has had three suits, two pairs of shoes, and five hats in the past 2 years, and they cost him \$150.

There were 3 six-room houses, 5 four-room houses, and 3 two-room cottages, and they were built by 20 men in three 5-day weeks.

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by eight men in six 5-day weeks.

(b) Isolated numbers of 10 or more.

50 ballots

nearly 10 miles

10 guns

about 40 men

24 horses

10 times as large

(c) Serial numbers.

Bulletin 725

Genesis 39: 20 (full space after colon)

Document 71

Metropolitan 9020 (telephone number)

pages 352-357

the year 1931

paragraph 1

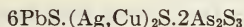
1721-1727 St. Clair Avenue

290 U. S. 325

Letters Patent No. 189463

**Chemical formulas.**

85. In chemical formulas ordinary figures are used before the symbol or group of symbols to which they relate and inferior figures after the symbol.



**Fractions.**

86. Built fractions ( $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $\frac{3}{8}$ ,  $\frac{5}{8}$ ,  $\frac{7}{8}$ ,  $\frac{1}{2954}$ ) are used in text, but the shilling mark with full-sized figures ( $1/4$ ,  $1/2954$ ) may be used if specially requested.

87. Figure fractions are used in a unit modifier.

$\frac{1}{2}$ -inch pipe

**NUMBERS SPELLED OUT**

**Numbers beginning a sentence.**

88. Numbers are generally spelled out at the beginning of a sentence, but in technical matter, testimony, hearings, etc., arabic numerals are used for years, sums of money of \$1 or over, decimals, street numbers, and other cumbersome expressions. A colon preceding a number does not affect the use of numerals.

**Serious and dignified subjects.**

89. Numbers mentioned in connection with serious and dignified subjects are spelled out.

the Thirteen Original States

in the year nineteen hundred and thirty-two (in formal documents)

the Seventy-second Congress

millions for defense but not one cent for tribute



(a) Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty  
 one thousand eight hundred and fifty  
 one hundred and fifty-two thousand three hundred and five  
 eighteen hundred and fifty (serial number)

#### Enumerations.

90. The following enumerations are spelled out:

(a) Enumerations of 100 or less preceding a compound modifier containing a figure.

two  $\frac{3}{4}$ -inch boards  
 twelve 6-inch guns  
*but* 120 8-inch boards

(b) Indefinite expressions.

the early seventies; *but* the 1920's  
 in the eighties  
 between two and three hundred horses

(c) Enumerations less than 10, including fractions.

six horses  
 five wells  
 eight times as large  
 three and one-half cans

(d) Ordinal numbers, except in dates and in technical work.

twentieth century  
 sixty-sixth birthday  
 One Hundred and Twenty-first Street  
*but* 121st St. (in parentheses, sidenotes, footnotes, tables, and leader work)  
 141st meridian, 32d parallel (in technical work)

91. In expressing large numbers the word *million* (or a similar larger group term) may be spelled out.

20 million	25½ million dollars
4 millions	2¾ billions

#### Related numbers.

92. Related numbers close together at the beginning of a sentence are treated alike.

Fifty or sixty miles away is snow-clad Mount McKinley.

#### Round numbers.

93. Round numbers are spelled out.

a hundred cows	forty-odd people
a thousand dollars	one-hundred-and-odd men
a million and a half	one-hundred-odd pupils
one or two millions	

#### Fractions.

94. Fractions standing alone are generally spelled out.

three-fourths of an inch	one-tenth
one-half inch	one-hundredth
one-fourth inch	two one-hundredths
or, if copy so reads:	one-thousandth
three-quarters of an inch	five one-thousandths
half an inch	
a quarter of an inch	

Symbols

Punctuation

Tabular  
Work

Leader  
Work

Date Lines  
etc.





## SYMBOLS

The increased use of symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9), letter symbols (the letters of the alphabet, a, b, c, d, etc.), and graphic symbols (the arithmetical signs +, −, ×, ÷). As heretofore, the Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

### Letter symbols.

95. Letter symbols are set in italics without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

(a) In mathematical equations use italic for all symbol letters—capitals, lower-case, small capitals, and superiors and inferiors (exponents and subscripts)—and roman for arabic numerals (including superiors and inferiors).

$$X^3Z_1 \times 9_2 \times 8Q_4 1 = {}_5d^3 \times P^2n_4 - Wx^1 - \frac{7^3N5^1O_46 \times {}_2W^2R_2}{L_M D_E E^F G^B}$$

$$d^k + h_a^k g_a^k a \sqrt{\frac{{}_b8972^a{}_{hd}}{X_{dr}{}^c + X_h n^c{}_d}} + \frac{C^E e L^G N^a H_7 O_{B7}{}^0 P^0 a_{Kn} S_{Ln} T^0 M_h}{C_7 b^1 L_7 v^2 M^3{}_7 P^b{}_7 v_2 Y^b{}_7 n_2 N_2 d^0{}_{1n}}$$

### Chemical symbols.

96. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. Not being strictly symbols but rather abbreviations, they are set in roman, but without periods. (See p. 153.)

### Standardized symbols.

97. Symbols duly standardized through the procedure of any national qualified scientific, professional, or technical group are accepted as preferred forms within the field of the group when a duly authenticated copy of such standardized symbols is furnished to the Government Printing Office. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

### Examples.

98. The following approved lists of standardized symbols are acceptable under the above rule, since they have passed the conditions set forth in that rule, approved copies having been furnished to the Style Board:

Mathematical Symbols (ASA Z 10f—1928)  
 Letter Symbols for Electrical Quantities (ASA Z 10gl)  
 Aeronautical Symbols (ASA Z 10e—1929)

- Graphical Symbols for Telephone and Telegraph Use (ASA Z 10g6—1929)  
Symbols for Hydraulics (ASA Z 10b—1929)  
Symbols for Photometry and Illumination (ASA Z 10d—1930)  
Symbols for Heat and Thermodynamics (ASA Z 10c—1931)  
Report of the Committee on Standardization of the Institute of Radio  
Engineers, reprinted from the 1931 Yearbook of the Institute of Radio  
Engineers  
Symbols for Mechanics, Structural Engineering, and Testing Materials  
(ASA Z 10a—1932)

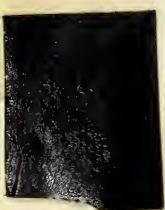
Punctuation

Tabular  
Work

Leader  
Work

Date Lines  
etc.





## PUNCTUATION

Punctuation is a device to clarify the meaning of written or printed language. In speech, pauses and emphasis serve the same purpose. Either punctuation or pauses, if wrongly placed, may alter the sense.

Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and insure exact interpretation.

The punctuation required even in well-phrased text should aid clearness. If the use of a punctuation mark is in doubt, the question to be asked is "Why?" rather than "Why not?" If doubt persists, the mark should be omitted to aid the smooth flow of words. Marks interrupt. They are needed only to make the thought clearer or to facilitate oral expression. Beyond that they are detrimental to speed, ease, and exactness of understanding.

Rules for punctuation may be arbitrary in origin and may be observed from habit or inertia. Moreover, rules cannot be devised to meet all exigencies in the limitless variety of word sequence; hence principles must govern.

At each critical point in a sentence there may be a choice of punctuation; the following brief summary of the functions of punctuation marks, in order of decreasing break, may therefore prove helpful:

The period marks a full break or complete stop.

The dash, parenthesis, bracket, and comma allow the interpolation of extraneous matter in the main text.

Marks of ellipsis break the continuity of the text to indicate an omission.

The colon introduces the text that follows it but does not necessarily break the continuity of the thought.

The semicolon breaks the text with somewhat more force than the comma and should not be used where a comma will suffice.

The comma—the least break in the text—prevents ambiguity by setting off items in sequence where a false connection might otherwise be imputed.

Quotation marks, question marks, exclamation points, apostrophes, hyphens, and braces all have unique functions which require no explanation.

The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought.

### Apostrophe.

99. The apostrophe is used—

(a) To indicate a contraction.

it's (it is)

the spirit of '76

M'LEAN (c omitted in small capitals)

(b) To form the plurals of letters, figures, and symbols.

W. C. T. U.'s

p's and q's

7's; ¶'s

A B C's

2 x 4's (timber)

2 by 4's (timber)

T's; Y's

(c) To form the possessive case.

John's  
Burns'  
Joneses'

The Speaker of the  
House's ruling

100. The apostrophe is omitted in abbreviations.

Danl.

Sgt.

**Brace.**

101. The brace is used to show the relation of one line or group of lines to another group of lines. The point is placed toward the fewer number of lines, or, if the number of lines is the same, toward the single group.

Supervision of timber sales.	{	1-hour jobs {	District 1	} 1½ hours' travel time--	{	Sales conducted monthly from May to July.
			District 7			
		2-hour jobs {	District 6			
			District 4			
		1 hour's travel time---				
		3-hour jobs {	District 2	} 2 hours' travel time----		
			District 3			
			District 5			

**Brackets.**

102. Brackets, in pairs, are used—

(a) To indicate a correction, a supplied omission, or an interpolation.

He came on the 3d [2d] of July.

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

They fooled only themselves. [Laughter.]

Our party will always serve the people [applause], in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)

I do not know. [Continues reading:]

The WITNESS. He did it that way [indicating].

Q. (By Mr. SMITH.) Do you know these men [handing witness a list]?

The bill had *not* been paid. [Italics ours.]

(b) In bills, contracts, etc., to indicate matter that is to be omitted.

103. A single bracket may be used in poetry and indexes before overrun words or figures.

[of all.  
Till one man's weakness grows the strength

Argentina: [710

Wireless, regulations of -- 93, 682, 703,

**Colon.**

104. The colon is used—

(a) To introduce a clause that supplements the preceding clause.

Railroading is not a variety of outdoor sport: it is service.

(b) After a complimentary address.

MY DEAR SIR:

*Ladies and Gentlemen:* (flush)

(c) To introduce formally any matter that follows.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]

(d) In expressing clock time.

2 : 40 p. m. (equal space each side of colon)

## (e) In Biblical citations.

Luke 4: 3 (full space after colon)

I Corinthians xiii: 13 (full space after colon)

## (f) In proportions.

Concrete mixed 1:3:5 (equal space each side of colons)

but 1-3-5 (when so in copy)

## (g) After introductory lines in lists, tables, and leader work, if subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district: Alaska Dredging Association.

## Comma.

## 105. The comma is used—

## (a) To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

## (b) Before a direct quotation of only a few words following an introductory phrase.

He said, "Now or never."

## (c) To indicate the omission of a word or words.

Then we had much; now, nothing.

## (d) After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams

## (e) Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

(f) Before *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F. R. S.*, etc.

Henry Smith, Jr.

Peter Johns, F. R. S.

## (g) To set off parenthetical words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

Mr. Jones, attorney for the defendant, signed the petition.

I should add, moreover, that the conditions are quite different.

It must be remembered, however, that the Government had no guaranty.

It is obvious, therefore, that this office cannot function.

*but:*

The man who fell [restrictive clause] broke his back.

The dam which gave way [restrictive clause] was poorly constructed.

However desirable this may seem, it cannot be done.

He therefore gave up the search.

## (h) To separate thousands, millions, etc., in numbers of four or more digits, except in serial numbers.

4,230

50,491

1,000,000



(i) After each member within a series of three or more words, phrases, letters, or figures.

horses, mules, and cattle

Cloth is sold by the bolt, by the yard, or in remnants.

a, b, and c

6, 7, and 10

(j) Before the conjunction in a compound sentence if the second clause is complete with subject and predicate.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.

The boy went home alone, but his sister remained with the crowd.

(k) After a noun or phrase in direct address.

Senator, will the measure be defeated?

Mr. Chairman, I will reply to the gentleman later.

(l) Between title and name of organization in the absence of the words *of* or *the*.

Chief, Division of Finance

chairman, Committee on Appropriations

colonel, Seventh Cavalry

president, Yale University

(m) Between the name and number of an organization.

Columbia Typographical Union, No. 101

General U. S. Grant Post, No. 25

106. The comma is omitted—

(a) Between month and year in dates.

June 1935; 22d of May 1935; *but* June 2, 1935; January, February, and March, 1935

(b) In serial numbers.

page 2632

Metropolitan 9020 (telephone number)

1721-1727 St. Clair Avenue

Letters Patent No. 189463

(c) Between superior letters or figures in footnote references.

Numerous instances may be cited.<sup>1 2</sup>

(d) Wherever possible without danger of ambiguity.

\$2 gold

\$2.50 United States currency

\$3.50 Mexican

Executive Order No. 21

General Order No. 12; *but* General Orders, No. 12

Public Law 37; Public Law No. 37; *but* Public, No. 37

June last

My age is 30 years 6 months 12 days.

Thomas of Utah; Thomas of Oklahoma (duplicate names of Senators or Representatives in U. S. Congress)

Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University

**Dash.**

107. The dash is used—

(a) To mark a sudden break or abrupt change in thought.

He said—and no one contradicted him—"The battle is lost."

If the bill should pass—which God forbid!—the service will be wrecked.

The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

- (b) To indicate an interruption or an unfinished word or sentence.

Q. Did you see——A. No, sir. I de——

The report goes on to say that—

Observe this closely—

during the fiscal year \* \* \*.

- (c) Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

- (d) After a word or phrase set in a separate line, if followed by elements at the beginning of each line of which the word or phrase is implied.

I recommend—

That we accept the rules.

That we also publish them.

- (e) With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, \$5."

- (f) Sometimes, in lieu of opening quotation marks, in French, Spanish, and Italian dialog.

- (g) To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,

Learn to labor and to wait.

—*Longfellow.*

Every man's work shall be made manifest.—I Corinthians 3: 13.

This statement is open to question.—G. H. F.

- (h) After a period following a run-in side head.

- (i) To separate run-in questions and answers in testimony.

Q. Did he go?—A. No.

- (j) En dashes are used instead of hyphens in connected combinations of figures, letters, or figures and letters; they will also be used in the absence of the word *to* when denoting a period of time.

1935-37  
exhibit 6-A  
5-20 bonds

DC-14  
4-H club  
KB-AL

January-June  
Monday-Friday

# 108. The dash is not used—

- (a) At the beginning of any line of type, except as indicated in paragraphs (f) and (g) above.

- (b) With any other mark of punctuation except as indicated in paragraphs (a), (e), (g), (h), and (i) above.

## Ellipsis.

109. Marks of ellipsis—asterisks (or periods if so prepared)—are used to indicate the omission of part of a quotation.

Three asterisks, separated by em quads, are used to denote an ellipsis in text; if periods are used instead of asterisks, they are separated by en quads. Neither asterisks nor periods are overrun at the end of a paragraph.

In document or wider measure, "line of stars" means seven asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than docu-

ment, except Congressional Record, five stars are used. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems; 8-point, 2½ ems; and 6-point, 3½ ems. An extra indentation is added in indented matter.

For the use of marks of ellipsis within quotations, see under Quotation marks.

#### Exclamation point.

110. The exclamation point is used to mark surprise, incredulity, admiration, or appeal, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!

How beautiful!

"Great!" he shouted.

What!

Who shouted, "All aboard!" (Note omission of question mark.)

(a) In direct address, either to a person or a personified object, *O* is used without an exclamation point; but if strong feeling is expressed, an exclamation point is placed at the end of the expression.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

(b) In exclamations without direct address or appeal *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.

Oh dear, the time is so short.

#### Hyphen.

111. The hyphen is used—

(a) To connect the elements of certain compound words. (See Compound Words.)

(b) To indicate the continuation of a word divided at the end of a line.

(c) Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

#### Parentheses.

112. Parentheses are used—

(a) To set off matter not intended to be part of the main argument of the text, yet important enough to be included.

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

(Objected to.)

Answer (after examining list). Yes; I do.

Q. (Continuing.)

A. (Reads:)

A. (Interrupting.)

This case (124 U. S. 329) is not relevant.

The result (see fig. 2) is most surprising.

(b) To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

(c) To enclose an explanatory word not part of the statement.

the Erie (Pa.) News

but the News, of Erie, Pa.

Washington, D. C., schools



113. A reference in parentheses at the end of a sentence is placed before the period unless it is a complete sentence in itself or unless copy is specifically marked otherwise.

The specimen exhibits both phases (pl. 14, *A*, *B*).

The individual cavities show great variation. (See pl. 4.)

(a) If a sentence contains more than one parenthetical reference the one at the end is placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

#### Period.

114. The period is used—

(a) After a declarative sentence.

Stars are suns.

He was employed by Sampson & Co.

(b) After an imperative sentence.

Do not be late.

On with the dance.

(c) After an indirect question or a polite request.

Tell me how he did it.

Please furnish three sets of proofs.

(d) Sometimes to indicate ellipsis.

He called . . . and left. . . . He returned the next day.

(e) After a run-in side head (with a dash following).

*Conditional subjunctive.*—The conditional subjunctive is required for all unreal and doubtful conditions.

2. *Peace-time preparation.*—*a.* The Chairman of the War Industries Board, etc.

2. *Peace-time preparation*—*Industrial-mobilization plans.*—The Chairman of the War Industries, etc.

2. *Peace-time preparation.*—*Industrial mobilization.*—The Chairman of the War Industries, etc.

62. *Determination of types.*—*a. Statement of characteristics.*—Before types of equipment, etc.

Steps in planning for procurement.—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

62. *Determination of types.*—(a) *Statement of characteristics.*—Before types of, etc.

DETERMINATION OF TYPES.—Statement of characteristics.—Before types of, etc.

(f) To separate integers from decimals in a single expression.

3.75 percent

\$3.50

1.25 meters

(g) After abbreviations, unless otherwise specified. (See Abbreviations.)

gal.  
qt.

NE.  
N. Y.

but m (meter)  
kc (kilocycle)

(h) After legends and explanatory matter beneath illustrations.

(i) Rarely, to indicate multiplication; the multiplication sign is preferable for this purpose.

a.b ( $a \times b$ )

(j) After words or short items set in columns unless otherwise indicated on copy.

21048°—35——8



115. The period is omitted—

(a) After roman numerals used as ordinals.

George V

(b) In general, at the ends of lines in title pages, after center and running heads, after box heads of tables, after scientific, chemical, or other symbols, after abbreviations based on the metric system, and (when so indicated on copy) after words or short items (other than abbreviations) set in columns.

(c) After a quotation mark that is preceded by a period.

He said, "Now or never."

(d) After letters used as names without specific designation.

A said to B that \* \* \*.

Mr. A told Mr. B that \* \* \*.

but Mr. A. (for Mr. Andrews) \* \* \*.

Mr. K. (for Mr. King) \* \* \*.

(e) After explanatory matter set in 6-point under leaders or rules.

-----	-----	-----
Name	Address	Position

#### Question mark.

116. The question mark is used—

(a) To indicate a direct query, even if not in the form of a question.

Did he do it?

He did it?

Can the money be raised? is the question.

Who asked, "Why?" (Note single question mark.)

(b) To express more than one query in the same sentence.

Can he do it? or you? or anyone?

(c) To express doubt.

He said the boy was 8 (?) feet tall.

#### Quotation marks.

117. Quotation marks are used—

(a) To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

He said "No."

He said, "John said 'No.'" (Alternate single and double quotes for quotations within quotations.)

"John," said Henry, "why do you go?"

(b) In general, to enclose any matter following such terms as *entitled*, *the word*, *the term*, *marked*, *endorsed*, or *signed*; but are not used to enclose expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

Account 5, "Management fees."

Under the heading "Management and operation."

In the chapter "Management and operation."

Of what does the item "Miscellaneous debts" consist?

Congress passed the act entitled "An act \* \* \*."

After the word "treaty" insert a comma.

He was known as "The Cid."

The column "Imports from foreign countries" was not \* \* \*.

Under "Receipts and expenditures" will be found \* \* \*.

(c) At the beginning of each paragraph of a quotation, but at the end of the last paragraph only. In order to avoid too many quotation marks at the beginning of such paragraphs, however, it is sometimes preferable to run matter in. Quotation marks should be limited, if possible, to three sets (double, single, double).

(d) To enclose misnomers, slang expressions, or ordinary words used in an arbitrary way.

He voted for the "lame duck" amendment. (Note omission of hyphen.)

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

(e) Quotation marks will not be borne off from adjacent characters unless they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which cases a thin-space bear-off will be used. A thin space will also be used to separate double and single quotation marks.

118. Quotation marks are not used to enclose complete letters having date and signature, extracts that are indented or set in smaller type, or (generally) solid extracts in leaded matter.

119. Punctuation marks should be placed inside the quotation marks if they are a part of the matter quoted; otherwise they are placed outside (except final period).

Ruth said, "I think so."

The trainman shouted, "All aboard!"

Who asked, "Why?"

Insert the word "growth", "production", or "manufacture", according to facts.

The President suggests that "an early occasion be sought \* \* \*."

(a) However, in certain classes of congressional and other work showing amendments, the final period is printed after the quotation marks when not a part of the quoted matter.

120. In a citation the period and quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."<sup>1</sup>

His exact words were: "The facts in the case prove otherwise."<sup>2</sup>

121. If poetry is quoted, each verse should start with quotation marks, but only the last verse should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared.

"Rest is not quitting  
The busy career;  
Rest is the fitting  
Of self to one's sphere.

"'Tis the brook's motion,  
Clear without strife,  
Fleeing to ocean  
After its life."

—*John Sullivan Dwight.*

**Semicolon.**

122. The semicolon is used—

(a) To separate phrases containing commas.

Other minerals of this stage are dolomite, in small rhombic crystals; celestite, in slender prisms and radial aggregates; and sylvanite, in small prismatic crystals.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

(b) To separate statements that are too closely related in meaning to be written as separate sentences.

It is true in peace; it is true in war.

123. The semicolon is to be avoided where a comma will suffice.

**Single punctuation.**

124. Single punctuation is used wherever possible without ambiguity.

124 U. S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is not worth while." (no outside period)

Tabular  
Work

Leader  
Work

Date Lines  
etc.





## TABULAR WORK

(See also Abbreviations; Leader Work)

The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way.

Unless otherwise specified, tables will be set in 6-point, and 2-point rules will be used.

The style given for text in other sections of this manual applies also to tables, unless deviation therefrom is made necessary by the form or purpose of the tables. Special features of tabular composition and necessary deviations from text style are set forth in the following rules.

### Abbreviations.

125. The names of months (except May, June, and July), where followed by the day, are abbreviated; otherwise months are spelled. However, in narrow reading columns consisting solely of single months the months may be abbreviated.

(a) The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, and *building*, following name or number, are abbreviated. For the numbers of streets or avenues, figures are used.

(b) Abbreviate the words *United States* if preceding the word *Government* or the name of any Government organization; use the abbreviations *R. R.* and *Ry.* following name (except as indicated on p. 89, par. 66a) and *S. S.* preceding name; use *lat.* and *long.* when with figures; abbreviate (when followed by figures) the various parts of publications, as *article*, *part*, *section*, etc. (see p. 89, par. 68); and use, generally, such abbreviations and contractions as *74th Cong.*, *2d sess.*, *H. Res. 5*, *H. J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see p. 90, pars. 69, 70), *Rev. Stat.*, *Stat. L.*, etc., when with figures.

126. In columns containing names of persons copy is followed as to abbreviations of given names, but well-known abbreviations of such names are used if necessary to save overruns.

127. Periods are not used after abbreviations followed by leaders, but are used before footnote references.

### Bear-off.

128. An en quad is used for bear-off—from both rules in an inside reading or date column, from the rule on the right in a figure column, and from the adjacent rule in an outside reading or date column. In a crowded table the bear-off may be omitted in figure columns. All clears and indentions indicated on copy are in addition to bear-off.

### Blanks.

129. Blank lines are omitted unless their retention is specially requested.

**Box heads.**

130. Periods are omitted after box heads, but a dash is used after any box head that reads into the matter below.

131. Box heads are set solid and bear off an em space above and below rule unless they run up.

132. Box heads are centered except that in a column 10 ems or more in width a head making three lines or more is set with hanging indentation.

133. Box heads run crosswise wherever practicable; if necessary to run up, they are reduced to the minimum practicable depth. If one head must run up, all heads over figure columns in the same table are run up. Running up over reading and date columns is to be avoided. Box heads need not run up in all sections of divided tables.

134. Run-up heads are indented an en quad at the beginning of the line and bear off an en quad from the top rule; if they make two lines, the second is centered; if three lines, they are set with hanging indentation.

135. If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost box.

136. In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes. The top box of a triple box head may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left]				
	Number	Percent distribution	June to August		September to May		Not reported
			Number	Percent distribution	Number	Percent distribution	
Boys (12 to 14) .....	3, 869	45. 5	1, 415	9. 6	2, 405	15. 8	49

137. In boxes containing two lines the first line is to be the longer, if possible, but good appearance must not be sacrificed by dividing short words or making two-letter divisions in wide columns.

138. In parallel tables a box head that is divided is repeated on subsequent pages with the word *Continued*.

139. In referring to quantity or things the word *Number* in box heads is spelled if possible.

140. In an 8-point table with a 6-point box head, an 8-point quad line is inserted between head and body of table if no italic unit of quantity is given; if a unit of quantity is given, use a 6-point quad line and set unit of quantity in 6-point italic.

**Braces.**

141. Braces are avoided if possible; if used, they are placed on the right of a rule and should extend to include overruns.

**Center heads, flush heads, and subheads.**

142. Center heads over tables are set solid over solid tables and leaded over leaded tables; they follow the same general style of the tables as to the use of figures and abbreviations. Words are preferably not divided between pages in heads over parallel tables.

143. Punctuation is omitted after center heads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash may be used instead of a colon when the entry reads into the matter below.

144. A full quad line is placed above all center heads, including years, in reading and standard date columns. However, if a dash, overrun, etc., in another column furnishes a blank space above the head, an extra quad line is not added.

145. If the center head clears the reading matter below, and there are leaders, no space is used below the head; if there are no leaders below and the center head clears at least an em, the quad line is omitted, but if it clears less than an em, a full quad line is used.

146. Center heads, including years, in figure and standard date columns are set in italic with a quad line above and no space below.

147. Where the logical construction of a table requires, it is permissible to insert subheads between page-width cross rules within the table to indicate class groups to which the data refer. The box head and units of quantity are not repeated.

**Ciphers.**

148. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row preceding the period. In mixed units the cipher is repeated before each decimal unless group is totaled.

149. Copy is followed in the use of the word *none* or a cipher to indicate *none* in figure columns. If neither one appears in the copy, leaders are inserted. In columns of figures under the heading *£ s. d.*, if a whole number of pounds is given, one cipher is supplied under *s.* and one under *d.*; if only shillings are given, one cipher is supplied under *d.* In columns of figures under *Ft. in.*, if only feet are given, supply cipher under *in.*; if only inches are given, clear under *Ft.*; if ciphers are used to indicate *none*, place one cipher under both *Ft.* and *in.* In any column containing sums of money the period and ciphers are omitted if the column consists entirely of even dollars. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

**Continued heads.**

150. In continued heads an em dash is used between the head and the word *Continued*. The abbreviation *Contd.* or *Con.* is used only to avoid an overrun. If the head is in small caps the term *continued*, *contd.*, or *con.* is not capitalized.

(a) In a head set in caps, caps and small caps, or italic the word *Continued* is set in caps and lower-case roman; in a heading set in bold-faced caps or lower-case the word *Continued* is set in caps and lower-case of the same font as head.

151. Continued heads over tables are to be condensed into one line if possible. Notes above tables and footnote references in table



heads and box heads are not repeated unless necessary to make the table clear.

#### Dashes or rules.

152. Rules may be used in place of dashes in a crowded table.

153. Dashes or rules are not carried in reading or date columns.

154. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total.

#### Date columns.

155. Standard date columns with month and day are cast  $4\frac{1}{2}$  ems for outside columns and 5 ems for inside columns; with month, day, and year, 7 ems and  $7\frac{1}{2}$  ems. The figures are alined on the right, and any extra space is inserted between the month and day. An en comma is used between the day and the year.

156. In a date column of  $4\frac{1}{2}$  ems that is the first column of a table the month is cleared instead of being repeated or indicated by *Do*.

157. A standard date column is not considered a reading column, and no period is used after the date if the column is the last one of the table; however, a column consisting entirely of dates but not a standard date column is considered a reading column. Words or figures in standard date columns are alined on the left and followed by leaders.

158. Footnote references in date columns are placed at the right. If the date column is the last column, the references are placed at the left.

159. If the year is centered as a head in a standard date column, it is set in italic with a full quad line above but no space below.

160. In columns consisting entirely of single and/or double years, the figures are centered in the columns without leaders.

	1898 <sup>1</sup>	
	1899-1900 <sup>2</sup>	
	1901-2	

#### Ditto.

161. The abbreviation *do.* is used in reading and date columns only, lower-cased and preceded by leaders when figures or text is used in preceding column, except in last column of table, where capital is used with no leaders. Tracing columns are counted as the first and last columns of table. All *do.*'s should be uniform throughout column; if any one is lower-cased all in the column should be lower-cased and preceded by leaders.

162. *Do.* is not used in a figure column, in the first line under a center head in the column in which the center head occurs, under a line of leaders, under an item italicized or set in bold-faced type for a specific reason (italic or bold-faced *do.* is never used; item is repeated), under an item consisting wholly of figures or combinations of letters and figures, or in a reading column containing only *Yes* and *No*. *Do.* is used, however, under a blank space.

163. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to the *do.*

164. *Do.* under a braced group relates only to the last item of the group.

165. Leaders are not used before *do.* in the first column or before or after *do.* in the last column.

## CORRECTION IN G. P. O. STYLE MANUAL

Page 115, paragraphs 166 and 167, change to read:

166. In a first column 6 ems or less in width, a 1-em quad is used before *do.*; in all other columns 6 ems or less in width, 1½ ems of leaders are used, except in a last column, in which quads are used in place of leaders. Bear-off is included. Capitalize *do.* in first and last columns.

167. In a first column more than 6 ems in width, 2 ems of quads are used before *do.*; in all other columns more than 6 ems in width, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders. Bear-off is included. If the preceding line is indented, the indentation of the *do.* is increased accordingly. The *do.* under an indented item in an inside reading column, with matter in preceding column, is preceded by 2 ems of leaders which are indented to aline with item above. Capitalize *do.* in the first and last columns.

together and added to make a column, the symbol is placed at the top of the group only.

171. In a double money column dollar marks are used in the first group of figures only; en dashes or words are alined.

\$10-\$12  
16- 20

\$15  
16- 18

\$10 to \$12  
14 to 20

### Double-up tables.

172. If the matter under a center head, flush entry, or subentry breaks and is carried over to the second part of a double-up table, a continued head is inserted at the top of the second part.

173. An en-quad bear-off is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders and dashes in the last column of the first part, but not to rules in box heads.

### Figure columns.

174. Figures aline on the right. In a crowded table the en-quad bear-off may be omitted from the figure columns, but if only a few figures will touch the rule on the left, it is preferable to retain the bear-off on the right. The whole table, including all parts of a divided table, must be treated alike.

(a) When figures occur in parentheses the parentheses are set against the rule and the figures alined on right. In tables set "Figs. ag.", parentheses are cleared.

175. In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, the dashes, signs, or words are usually alined.

176. Plus or minus signs at the left of figures are placed close to the figures regardless of alinement; plus and minus signs at the right of figures are placed against the rule and are cleared.

177. Words and roman numerals in figure columns are alined on the right with the figures, without period; letters and symbols are centered in the columns.

178. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) are alined on the right.

179. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals. Copy preparers should indicate at the top of each folio the clear necessary for decimals; the clear indicated does not include bear-off. In a continued or double-up table the maker-up should transpose the space so that all columns will have an en bear-off only.

#### Footnotes and references.

(See also Headnotes.)

180. Figures are used for footnote references, beginning with 1 in each table, but if figures might lead to ambiguity (for example, in connection with a chemical formula), letters, asterisks, daggers, etc., may be used. A thin space is not used to bear off an asterisk, dagger, or similar character.

181. If a reference is repeated on another page it should carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross-reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

182. References to footnotes are numbered consecutively across the page from left to right and across both pages in a parallel table. Footnotes to a parallel table begin on the even page unless there are no references on that page.

183. Footnote references are placed at the right in reading columns and date columns and at the left in figure columns and are borne off. If a date column is the last column, however, the references are placed at the left. Two footnote references occurring together are separated by a space, not a comma.

184. In a figure column or date column a footnote reference standing alone is set in parentheses and centered; in a reading column it is set at the left in parentheses and is followed by leaders, but in the last column by a period and quads, as if it were a word.

185. The footnotes are placed immediately beneath the table. If the table runs over more than one page, the appropriate footnotes go with each page.

186. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, the two groups separated by a 50-point rule flush on left.

187. Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. In a series of short footnotes the reference numbers are alined on the right.

188. Footnotes in measures wider than document will be set half measure and doubled up wherever practicable.

189. The footnotes and notes referring to a table are set solid if the table is solid and leaded if the table is leaded.

190. Footnotes and notes referring to tables are usually set in type 2 points smaller than the table but not smaller than 6-point.



191. The same abbreviations are used in the footnotes as in the table.

192. In footnotes numbers are expressed in figures, even at the beginning of a note or sentence. Fractions standing alone will be spelled at the beginning of footnotes.

193. If a footnote consists entirely or partly of a table, the footnote table is set the full width of text. It should always be preceded by introductory matter carrying the reference number; if necessary copy preparer should add an introductory line, such as "See the following table:"

194. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by two leads.

#### Fractions.

195. Em fractions are set flush to the rule on the right, even in tables in rules (except in last column); en fractions bear off as usual. Whole numbers clear the fractions throughout the columns except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage). Copy preparers should indicate at top of each column the clear necessary for fractions; in a continued or double-up table the maker-up should transpose the space so that all columns will have an en bear-off only.

(a) Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

#### Headnotes.

196. Headnotes above tables are enclosed in brackets and set in type 2 points smaller than the table but not smaller than 6-point. They are not repeated with continued heads unless necessary to make table clear.

#### Italic.

197. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases, and certain scientific terms are set in italic. *See* and *see also* are set in roman.

#### Leaders.

198. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. Leaders may be omitted in any line from a reading column followed only by other reading columns which in that particular line are blank, when copy is so prepared.

199. If there is only one reading column in a table, the leaders run from the bottom line of an overrun; if there is more than one reading column, they run from the top line, and the overrun ends with a period. (A date column is not regarded as a reading column.)

(a) In tables where tracing figures are used on the left and right of each page or on the left and right of parallel pages, the leaders are run from the top line.

#### Letter-spaced words.

200. Words in a line are letter-spaced if more than  $1\frac{1}{2}$  ems would otherwise be required between words. All of a short word is letter-spaced rather than only part of a long one.



**Overruns.**

201. Overruns are set with hanging indention. The indention is 1 em more than the indention of the item or, to prevent conflict, 1 em more than the indention of a following subordinate item.

**Parallel tables.**

202. Words are preferably not divided between pages in heads over parallel tables, and box heads are not divided but are repeated with the word *Continued*.

(a) Tables in which the tracing figures or stub or tracing figures and stub are repeated on the left of odd pages are divided tables and not parallels, and over such tables the heads are repeated with the word *Continued*; rules on the right of the even pages and the left of the odd pages are not used.

**Reading columns.**

203. Figures or combinations of figures and letters used to form a stub or inside reading column aline on left (except days of months, which aline on right) and are followed by leaders. *Do.* is not used under such items.

204. The indention in reading columns is in addition to the en quad used for bear-off.

(a) A single entry under a colon line is run in, preserving the colon.

205. If the last word in a leader line runs close to the rule, an en leader is inserted if space permits; if not, a thin space is used.

206. Numerical terms, including numbered streets and avenues, are expressed in figures, even at the beginning of a sentence.

**Tables in rules.**

207. All figures (except em fractions, which are set flush to the rules) bear off an em quad where an em quad can be used on each side of the figures; otherwise they bear off an en quad, except that the first and last columns (including leaders and fractions) bear off an em quad from the outside rules. In tables consisting entirely of figure columns, the figures are centered in each column, alined on right.

**Total lines.**

208. The usual indention of the word *Total* is 3 ems; but if the indention of the line preceding interferes, *Total* is indented 1 em more than preceding line. It is not necessary to maintain uniform indention of the word *Total* throughout the page. The word *Total* is supplied when not in copy.

**Units of quantity.**

209. Units of quantity in stub columns are placed on the right, 1-em leader from the rule. If the subject does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, followed but not preceded by leaders.

(a) *Do.* is used under a unit of quantity in a stub if unit is spelled; in an independent column consisting entirely of units of quantity (either spelled or abbreviated) the *do.* is never used.

210. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a. m.* and *p. m.*, if not included in

the box heads, are set in 6-point italic and are placed immediately above the figures, without periods other than an abbreviating period. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic, with full quad line above and no space below.

211. Units of quantity and other words used as headings over figure columns are used only at the beginning of a table or at the head of a continued page or continued column in a double-up table.

*Table showing style in regard to the use of units of quantity in stub and figure columns, dashes, reference figures for footnotes, words in figure columns, plus and minus marks, use of braces, miscellaneous figures, usual form of italic and box heads, etc.*

Article	Date	Year				
		1901	1902		1903	
FARM PRODUCTS						
Animal matter						
Hides and skins, other than furs-----pounds.	1934 June 16 <sup>1</sup>	Value 2\$5, 729, 927	Quantity 5, 881, 168	Value 2 \$942, 246	Quantity 5, 364, 426	Value 2 \$964, 424. 00
Wool:						
Washed-----do-----	} May 16	{ 18, 423+	{ 146, 000	{ 622-49, 233	{ -----	{ 27, 643. 50
Do-----do-----						
Vegetable matter						
Cocoa and chocolate pounds-----do-----	Feb. 20	254, 452	2, 452, 452	+2 24, 942	2, 432, 264	2 476, 242. 00
Coffee-----do-----	Feb. 20	4, 279, 779	4, 263, 943	-64, 243		
Fibers, vegetable:						
In raw state:						
Cotton <sup>3</sup> ----bales----	Mar. 17	42, 648, 335	98, 250	+272, 894	None	-----
Do-----do-----	1935 Apr. 10	26, 084	214½	48, 716	None	40, 278. 50
Do. <sup>5</sup> -----do-----	None----	63, 094	152, 429	-308, 736	None	-----
Istle or tampico fiber-----bales----	1934-----	70, 124	840. 25	+5, 158	( <sup>4</sup> )	-----
Total-----	-----	53, 315, 784	-----	3, 575, 973	-----	1, 059, 864. 00

<sup>1</sup> Approximate.

<sup>2</sup> Amount estimated.

<sup>3</sup> Other than in raw state.

<sup>4</sup> Not stated.



Leader  
Work

Date Lines  
etc.





## LEADER WORK

(See also Tabular Work; Abbreviations)

Leader work is a simple form of tabular work without box heads or rules. In general, leader work (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work.

### Columns.

212. A figure column is an en quad wider than the largest group of figures but not less than 2 ems.

213. If the last column is a reading column, leaders are run within an en quad of the first word. If the first column overruns, it is indented 1 em from the first word of the last column.

### Continued heads.

214. If leader work continues on a following page, the center heads and colon lines are continued.

### Ditto.

215. The abbreviation *Do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lower-cased when used under a unit of quantity in stub.

### Dollar mark.

216. The dollar mark is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group. A dollar mark does not carry through leaders in leader work.

(a) In a column containing mixed amounts (as money, tons, gallons) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money; but if several sums of money are grouped and added to make a total, they are separated from the preceding figures by a parallel dash, and the symbol is placed at the top of the group only.

### Flush items and subheads.

217. Flush items clear the figure column. Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

### Footnotes.

218. Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by two leads. Separate notes from matter following by not less than 6 points. If the leader work runs over from one page to another, the appropriate footnotes are carried on each page, being repeated if necessary. If

the footnotes to leader work and text fall at bottom of page, the footnotes to leader work are placed above footnotes to the text, the two groups separated by a 50-point rule flush on the left.

### Units of quantity.

219. Units of quantity or other words centered over a stub or figure column are set in 6-point italic, separated from leader work by 2 points.

The examples below show the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio R. R.:

Freight carried:

May	Tons
June	150,000

June	152,000
------	---------

Pennsylvania R. R.: Freight carried Jan. 1, 1935	<sup>1</sup> 21,000
--	---------------------

<sup>1</sup> Livestock not included in total.

If there is no colon line:

Freight carried by the Pennsylvania R. R. and the Baltimore & Ohio R. R. in May	Tons
	371,500

### Miscellaneous examples.

220. The following are typical examples of leader work:<sup>1</sup>

Explanatory matter set in 6-point under leaders (note omission of period):

Name

Address

Position

Half measure doubled up (units of quantity are alined across the page):

Seedlings:	Inches	Seedlings—Continued.	Inches
Black locust	27	Osage orange	20
Honey locust	16	Catalpa	16
Green ash	7	Black walnut	10
Box elder	24	Chestnut	12

Mixed units of quantity and amounts and words in figure column:

Capital invested	\$8,000
Value of implements and stock	\$3,000
Land under cultivation	acres 128.6
Orchard	do 21.4
Forest land	square miles 50
Livestock:	
Horses:	
Number	8
Value	\$1,500
Cows:	
Number	18
Estimated weekly production of butter per milk cow	pounds 7½
Hogs:	
Number	46
Loss from cholera	None

Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), <i>Brontops robustus</i>	mm	<sup>1</sup> 2,311
Width of atlas, <i>Diploclonus tyleri</i>	mm	320

<sup>1</sup> Estimated.

<sup>1</sup> This shows the relative positions of footnotes for text and leader work.







## DATE LINES, ADDRESSES, AND SIGNATURES

The general principle involved in the typography of date lines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to insure uniformity and good appearance. Certain general instructions apply alike to date lines, addresses, and signatures.

### General instructions.

221. Principal words in date lines, addresses, and titles accompanying signatures are capitalized.

222. *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, and *Sr.* following a name in address and signature lines are set in caps and lower-case roman if the name is in caps and lower-case or caps and small caps; if the name is in all caps they are set in caps and small caps, if small caps are available—otherwise in caps and lower-case.

223. Lines set in caps, small caps, or caps and small caps are spaced with en quads.

224. An extra lead is used, unless space is clear, between date line and text or address, address and text, text and signature, and signature and address.

### Date lines.

225. Date lines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such date lines are indented from the right 1 em for a single line, 3 ems and 1 em successively for two lines, or 5 ems, 3 ems, and 1 em successively for three lines. In wider than document measure these indentions are increased by 1 em.

THE WHITE HOUSE, *July 30, 1935.* □

THE WHITE HOUSE, □ □ □  
*Washington, D. C., January 1, 1935.* □

TREASURY DEPARTMENT, □ □ □ □ □  
OFFICE OF THE TREASURER OF THE UNITED STATES, □ □ □  
*Washington, D. C., May 4, 1935.* □

TREASURY DEPARTMENT, *July 30, 1935.* □

DEPARTMENT OF COMMERCE, □ □ □  
*July 30, 1935.* □

OFFICE OF JOHN SMITH & Co., □ □ □ □  
*26 Bill Street, New York, N. Y., June 6, 1935.* □ ▼

WASHINGTON, *May 20, 1935—10 a. m.* □

THURSDAY, MAY 5, 1935—2 P. M. □

WASHINGTON, *November 29, 1935.* □ □ □

[Received Dec. 6, 1935.] □

ON BOARD THE U. S. S. "CONNECTICUT," □ □ □

*September 21, 1935.* □

OFFICE OF THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA, □ □ □

*Washington, November 6, 1935.* □

HOUSE OF REPRESENTATIVES, □ □ □ □

COMMITTEE ON THE MERCHANT MARINE AND FISHERIES, □ □ □

*Thursday, October 27, 1935.* □

Congressional hearings:

**MONDAY, OCTOBER 24, 1935<sup>1</sup>**

HOUSE OF REPRESENTATIVES, □ □ □ □

COMMITTEE ON THE MERCHANT MARINE AND FISHERIES, □ □ □

*Washington, D. C.* □

UNITED STATES SENATE, □ □ □ □

SUBCOMMITTEE OF THE COMMITTEE ON MANUFACTURES, □ □ □

*Washington, D. C.* □

CONGRESS OF THE UNITED STATES, □ □ □ □

JOINT COMMISSION OF AGRICULTURAL INQUIRY, □ □ □

*Washington, D. C.* □

226. Date lines at the end of a letter or paper are set at the left side of the page, indented 1 em. If above the signature, they are set in roman caps and lower-case; if below, in caps and small caps for the place and italic for the date.

Above signature:

□ Steubenville, Ohio, July 30, 1935.

□ July 28, 1921.

Below signature:

□ STEUBENVILLE, OHIO, *July 28, 1935.*

□ JULY 30, 1935.

227. Date lines on newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lower-case.

□ NEW YORK, N. Y., August 21, 1935.—A dispatch received here from \* \* \*.

**Addresses.**

228. Addresses are set at the left side of the page, either at the beginning or at the end of a letter or paper as indicated on the copy. If the address is at the beginning, the first line is set flush; if at the end, it is indented 1 em (2 ems in measures wider than document).

To SMITH &amp; JONES and

□ □ BROWN &amp; GREEN, Esqs.,

*Attorneys for Claimant.*

□ □ □ (Attention of Mr. Green.)

(a) If an address line is longer than a name line, the address line is indented 2 ems under the name line; if both lines are about the same length or the address is the shorter, the address line is placed so that its center will be at the end of the name line.

<sup>1</sup> Dates in hearings on appropriation bills are set on right in caps and small caps with a 5-em dash above each date.

229. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name is set in caps and lower-case roman; the matter following is set in italic. The words *United States Army* or *United States Navy* immediately following a name are set in roman caps and lower-case, in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, United States Army,  
*Chief of Engineers.*  
 The CHIEF OF ENGINEERS, UNITED STATES ARMY.

Maj. Gen. EDWARD M. MARKHAM,  
☐ ☐ *Chief of Engineers, United States Army, Washington, D. C.*

Hon. SOUTH TRIMBLE,  
☐ ☐ *Clerk of the House of Representatives.*

The COMMITTEE ON APPROPRIATIONS,  
*House of Representatives.*

230. General addresses (not to a particular person) are set in italic, flush, with overruns indented 2 ems.

*To Collectors of Customs and Internal Revenue:*

*To the Congress of the United States:*

*To the Senate:*

*To the Senate and House of Representatives:*

*To whom it may concern:*

*To the American Diplomatic and Consular Officers.*

☐ GENTLEMEN: You are hereby \* \* \*.

Examples illustrating other types of addresses:

The CHIEF OF ENGINEERS  
☐ ☐ (Through the Division Engineer).

MY DEAR SIR: I have the honor, etc.

Mr. REED: I have the honor, etc.

DEAR Mr. CLERK: I have the honor, etc.

Lt. (Jr. Gr.) JOHN SMITH,  
*Navy Department:*

☐ The care shown by you, etc.

STATE OF NEW YORK,  
*County of New York, ss:*

### Signatures.

231. Signatures, preceded by an em dash, are sometimes run in with last line of text.

232. Signatures are set at the right side of the page. They are indented 1 em for a single line, 3 ems and 1 em successively for two lines, and 5 ems, 3 ems, and 1 em successively for three lines. In wider than document measure these indentions are increased by 1 em.

233. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, and *Sr.* following a name are set in caps and lower-case roman; the title following name is set in italic. In signatures the form of the personal name of signer must be retained.

234. If name and title make more than half a line, they are set as two lines.

235. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the



right if no title follows. More than eight signatures, with or without titles, are set full measure, caps and lower-case, run in, indented 5 and 7 ems in document or wider measure; in less than document measure indent 3 and 5 ems.

□□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,  
 □□□□□□ attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,  
 □□□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;  
 □□□□□□ Hoare, Miller & Co.

A long title following a signature is set in italic caps and lower-case and is indented 3 and 4 ems on the left and 1 em on the right.

□[SEAL] (Signed) □ THOMAS E. RHODES, □□□  
 □□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □  
 □□□□ *Alien Property Custodian, and H. T. Tate, Acting Treasurer.*

236. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □  
 By JOHN SMITH, *Secretary.*

JOHN L. PENN, *Solicitor,*  
 Per FREDERICK VAN DYNE,  
*Assistant Solicitor.* □

JOHN SMITH □□□  
 (For the Governor of Pennsylvania). □

NORTH AMERICAN ICE Co., □  
 G. Y. ATLEE, *Secretary.*

JOHN W. SMITH □□□  
 (And 25 others). □

JOHN (his thumb mark) SMITH. □

CLARENCE CANNON,  
 THOMAS L. BLANTON, □□□  
*Managers on the part of the House.* □

[Lead]  
 CARTER GLASS,  
 CARL HAYDEN,  
*Managers on the part of the Senate.* □

□ I am, very respectfully, yours,

(Signed) □ FRED C. KLEINSCHMIDT, □□□  
*Assistant Clerk, Court of Claims.* □

□ I have the honor to be,

□□□ Very respectfully, your obedient servant,

JOHN R. KING, *Secretary.* □

□ Hoping to hear from you soon, I have the honor to be,

□□□ Very respectfully, your obedient servant,

HENRY L. JONES. □

□[SEAL]

RICHARD ROE, □□□  
*Notary Public.* □

J. M. WILBER. [SEAL] □  
 BARTLET, ROBINS & Co. □[SEAL] □

□ In presence of—

□□□ A. B. BROWN.

□□□ JOHN DOE.

□ Attest:

RICHARD ROE, *Notary Public.* □

□ By the Governor:

NATHANIEL COX, *Secretary of State.* □

□ Approved.

JOHN SMITH, *Governor.* □

☐ By the President:

☐ ☐ ☐ CORDELL HULL,  
*Secretary of State.*

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.

SAML. CAMPBELL.

H. H. STROHMEYER & Co. ☐

☐ Respectfully submitted.

L. A. WRIGHT, ☐ ☐ ☐

*United States Indian Agent.* ☐

☐ ☐ ☐ Yours truly,

Capt. JAMES STALEY, Jr., ☐ ☐ ☐

*Superintendent.* ☐

☐ ☐ ☐ Very respectfully,

A. F. CALDWELL, ☐ ☐ ☐

*United States Indian Agent.* ☐

☐ ☐ ☐ I am yours truly,

☐ ☐ ☐ "Very respectfully,

"M. T. JENKINSON. ☐

"ALBERT WARD."



Italic

Fol.  
Fol. llt.  
etc.

Court  
Work

Miscellaneous  
Rules

General  
Information

Plant  
Names

Counties

Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index





## ITALIC

(See also Court Work; Symbols)

Italic letters stand out prominently in a page of roman type and therefore are commonly used for words and phrases which for any purpose are to be differentiated from other text. However, as an undue amount of italic actually defeats its purpose, its use in general work is restricted as indicated.

### Emphasis, foreign words, titles of publications.

237. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

### Names of vessels and aircraft.

238. The names of vessels and aircraft are italicized unless otherwise provided, but in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels or aircraft they will be set in roman.

the <i>Friendship</i>	the <i>U-7</i>
the <i>Spirit of St. Louis</i>	the <i>DO-X</i>

(a) Such names are quoted in matter printed in other than lower-case roman.

*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"  
Sinking of the "Lusitania"

### Names of legal cases.

239. The names of legal cases are italicized, except the *v.*

*De Jager, appellant, v. Attorney General of Natal, respondent*  
*Smith v. Brown et al.*  
*but SMITH v. BROWN ET AL. (heading)*  
*SMITH v. BROWN ET AL. (heading)*

### Scientific names.

240. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

*Tsuga canadensis*  
*Cypripedium parviflorum* var. *pubescens*  
the genera *Quercus* and *Liriodendron*  
the family Leguminosae

### Words and letters.

241. The words *Resolved*, *Resolved further*, *Provided*, *Provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts

and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See* and *see also* (in indexes and tables of contents only).

*Resolved*, That (resolution)

[*To be continued*] (centered; no period)

[*Continued from p. 3*] (centered; no period)

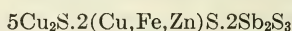
*See also* Mechanical data (index entry)

(a) Letter symbols used in legends for illustrations, drawings, etc., are set in italic without periods and are capitalized only if so shown in copy.

242. All letters (caps, small caps, lower-case, superiors, and inferiors) used as symbols are italicized, except chemical symbols and certain other standardized symbols. (See Symbols.)

*n*th degree

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$



243. Parentheses and brackets which are adjoined to italicized words are set in roman type; other punctuation marks match the type to which they are adjoined.

Fol.  
Fol. lit.  
etc.

Court  
Work

Miscellaneous  
Rules

General  
Information

Plant  
Names

Counties

Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index





## FOL., FOL. LIT., ETC.

In some classes of printing—for example, legal and historic documents—literal faithfulness to the original text is essential. The responsibility for faithfulness to original text must rest with the author, editor, or originating office. The extent to which it is desired that copy be followed should always be specifically indicated.

### Copy marked “Fol.”

244. Copy marked “Fol.” is to be followed with respect to verbal expression, spelling (including compounding and unit modifiers), abbreviations, signs, symbols, figures, and italic, but not with respect to other punctuation or capitalization. In “Fol.” matter any spelling is permissible that has the sanction of any dictionary.

### Copy marked “Fol. lit.”

245. Copy marked “Fol. lit.” is to be followed in all respects, including capitalization, punctuation, compounding, and even manifest errors, but not as to size and style of type.

(a) Follow the position of quotation marks in relation to other punctuation marks in matter marked “Fol. lit.” and “Fol., incl. punc.” Abbreviations do not close up, even in “Fol. lit.” matter, unless so prepared.

### Copy marked “Reprint.”

246. Copy marked “Reprint” is to be followed in all respects, including size and style of type, the relative position of quotation marks to other marks of punctuation, and the closing up of abbreviations.

### Copy marked “Bill style.”

247. Copy marked “Bill style” is to follow the style of the Government Printing Office Bill Style Manual.

The Bill Style Manual conforms to this *STYLE MANUAL* in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections (including land descriptions), and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Otherwise, everything is spelled out except *Mr.* and *Mrs.* Punctuation as prepared must be followed.

### Unprepared copy.

248. Copy that bears no preparation will be printed in conformity with this *STYLE MANUAL*.



Court  
Work

Miscellaneous  
Rules

General  
Information

Plant  
Names

Counties

Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index





## COURT WORK

(See also Capitalization; Fol., Fol. Lit., etc.; Italic)

The style for court work differs from ordinary style as set forth below. For matters not provided for herein, the style prescribed in the preceding sections will be followed.

### Supreme Court and other court records.

249. Paragraphs are made of answers in Q. and A. matter.

250. The folio number is flush, in the same line as the first word of the folio, and in a cut-in 3 ems square (unless there is 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading.

251. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

252. Copy is followed literally, including capitalization (initial capitalization of words) and compounding (including unit modifiers), but not other punctuation or italic (which stands for errors only).

253. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*), it is not changed or set in italic.

254. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

255. Italic letters are used to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms; roman letters are used to indicate errors in words set in italic. Errors in syntax are not corrected.

256. Doublets are indicated by italicizing the repeated words or lines.

257. The names of vessels are set in roman, quoted.

258. The titles of cases are set in roman, including the abbreviation of *versus*.

259. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations the period is used instead of an apostrophe.

260. A 3-em quad is used to indicate the omission of one or more words.

261. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. R. R. Co.

The Sun v. The Globe

The City of Washington v. The B. & O. R. R. Co.

the defendant, The Davies County Bank

262. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon and those lightly, with a soft pencil. Cut-in folios should not be indicated on copy, and jacket numbers should not be stamped on copy; instead, all instructions are put on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lower-case letters (for example: J. 12345a, J. 12345b, etc., to the end).

263. Preparers must indicate on the instruction sheet such information as 11-point type, cut-in folios, etc.

264. The following names and abbreviations are used by Supreme Court reporters in citations of United States Supreme Court Reports:

Cranch (abbreviated Cr.)  
Dallas (abbreviated Dall. or  
Dal.)  
Howard (abbreviated How.)

Peters (abbreviated Pet.)  
United States Reports (abbreviated U. S.)  
Wheaton (abbreviated Wheat.)

**Briefs, decisions, exhibits, and opinions of the Court of Claims and other courts.**

265. In general, copy is printed "Fol., incl. caps", but the following directions and examples must be observed.

(a) In Court of Claims opinions and opinions of the United States Court of Appeals for the District of Columbia and all circuit courts of appeals, copy is followed, including capitalization. Titles of legal cases are italicized.

266. Single punctuation is used in citations wherever possible.

267. The *STYLE MANUAL* is followed in testimony in Court of Claims transcripts of evidence.

268. The spelling of Indian names is followed in the use of hyphens or spaces.

269. Superior letters are not used in abbreviations unless so indicated by the copy preparer.

270. Copy is followed as to use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief or claimants' brief  
appellee's exhibits or appellees' exhibits

271. The words *Question* and *Answer* begin new paragraphs and are spelled out.

272. If questions are numbered, the number generally precedes the question.

273. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendants* and *appellees*.

274. In the titles of cases copy is followed as to the use of figures and abbreviations.

275. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used.

Defendant John Smith; *but* the defendant, John Smith.  
The *Legal Tender* cases.  
In Clarke's case the court says.  
In the case of Clarke.  
In *Ex parte* 74 the court said.

In the *Fifteen Percent Rate Increase* case the court decided.

In the case of Jones against Robinson. (A general or casual reference to a case.)

In *Jones v. Robinson* (122 U. S. 329). (A specific citation of a case.)

In *In re Robinson* (19 Wall. 304) the court \* \* \*.

(*Ex parte* 74, 58 I. C. C. 220).

Bowman Act (22 Stat. L., ch. 4, § [or sec.] 4, p. 50).

Act Aug. 5, 1882 (Supp. Rev. Stat. 284; Stat. L. 28; R. S. 15).

*Clarke's case* (14 Howe, 14).

WALLACE, J., delivered the opinion.

(31 Stat. 154).

Rev. Stat., Stats., Stat. L., Stats. L., or R. S., as written.

In *Roe v. Doe* the court ruled.

*United States v. 12 Diamond Rings*.

*The United States v. Forty Hogsheads of Tobacco*.

(a) The following forms show punctuation and spacing required:

1. X Q.	X Int. 1.	24th. Cross-ques.
X Ques. 1.	X 20.	46th. Cross-int.
1. Add. direct.	24. X.	46. Cross-int.
2. R. D. Q.	24. Q.	46. Cross-ques.
3. Re D. Q.	24. Question.	46. C. Int.
4. R. X Q.	X Q. 1.	46th. C. Int.
Re X Q. 1.	24. Int.	Answer to cross-int. 1.
R. X Int. 1.	5 Re X Q.	Question 1.
24. X Int.		

276. In text a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This statement is made by the defendant. (See exhibit 1.)

This statement is made in the claimant's brief (p. 65).

This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).

That case has *not* been decided. [*Italics ours.*]

277. In citations of single lines the period is inserted at the end of each line.

278. If citations are run in, semicolons are used.

279. The following differences in capitalization should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).

The defendant's exhibit no. 4 was thereupon placed on file.

280. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted. Footnotes to indented matter are set full measure.

281. The following capitalization is followed in all court work:

Circuit Court	District Court
Circuit Court for the Southern District	John Smith, United States marshal for the Northern District
Circuit Court of the United States for the Southern District of New York, etc.	Southern District
County Court	Sixth Circuit
Court of Appeals	Superior Court
	Supreme Bench

#### Reports of Interstate Commerce Commission.

282. Copy for reports and orders of the Interstate Commerce Commission is stamped "Fol., incl. caps and punc."



[For briefs (cover)]

No. 738

---

---

*In the Supreme Court of the United States*

OCTOBER TERM, 1935

---

BIG LAKE OIL COMPANY, PETITIONER

*v.*

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
CIRCUIT COURT OF APPEALS FOR THE THIRD CIRCUIT*

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

---

---

[For briefs (caption)]

*In the Supreme Court of the United States*

OCTOBER TERM, 1935

---

No. 738

BIG LAKE OIL COMPANY, PETITIONER

*v.*

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
CIRCUIT COURT OF APPEALS FOR THE THIRD CIRCUIT*

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Supreme Court—Transcripts of record]

## SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1935

---

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,  
AND AGENT UNDER SECTION 206 OF TRANSPORTA-  
TION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE  
ESTATE OF JESSE GREEN, DECEASED

---

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME  
COURT OF THE STATE OF MISSISSIPPI

---

INDEX

[Set index in 8-point leaded]

[Court of Claims—Records]

## Court of Claims of the United States

CONGRESSIONAL, No. 13331

---

GEORGE F. SCHILD v. THE UNITED STATES

---

EVIDENCE FOR DEFENDANT

---

INDEX

[Set index in 8-point leaded]

[Opinions—District of Columbia Court of Appeals]

UNITED STATES COURT OF APPEALS FOR THE  
DISTRICT OF COLUMBIA

No. 6364

FRANK T. HINES, ADMINISTRATOR OF VETERANS' AFFAIRS AND NEXT  
FRIEND OF JESSE THOMAS KELLY, APPELLANT

[Three leads]

v.

[Three leads]

GOLDIE S. PAREGOL, COMMITTEE OF ESTATE OF JESSE THOMAS KELLY

Appeal from the Supreme Court of the District of Columbia

Argued March 6, 1935—Decided April 29, 1935

Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, HITZ, and  
GRONER, Associate Justices*Horace T. Jones*, of Washington, D. C., for appellant.*John H. Burnett*, of Washington, D. C., for appellee.

MARTIN, *Chief Justice*: This appeal is taken from an order of the lower court granting compensation to the committee (guardian) of an insane veteran for legal services alleged to have been rendered by the committee in the execution of her trust.

\* \* \* \* \*

The order of the lower court now upon appeal is reversed and the cause is remanded for further proceedings consistent with this opinion.

*Reversed and remanded.*

A true copy.

Test: <sup>1</sup>

[Two slugs]

*Clerk, United States Court of Appeals  
for the District of Columbia.*


---

<sup>1</sup> As in copy.

[Opinions—Circuit courts of appeals, all circuits]

UNITED STATES CIRCUIT COURT OF APPEALS FOR THE<sup>1</sup>  
FOURTH CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT  
[Three leads]

v.

[Three leads]

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND  
MAE EARWOOD, APPELLEESAppeal from the District Court of the United States for the Southern  
District of West Virginia, at Huntington. At LawArgued January 14, 1935—Decided April 2, 1935<sup>2</sup>March 22, 1935<sup>2</sup>Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District  
Judge*Mr. W. N. Ivie*, United States Attorney (*Mr. Cleveland Cabler*,  
Regional Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant  
United States Attorney, were with him on the brief), for appellant.*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.*Opinion of the court*<sup>3</sup>NORTHCOTT, *Circuit Judge*: This is an action at law brought in the  
District Court of the United States for the Southern District of West

\* \* \* \* \*

The judgment is reversed and the cause is remanded for further  
and not inconsistent proceedings.*Affirmed.*A true copy.  
Teste:<sup>2</sup>

[Two slugs]

*Clerk of the United States Circuit Court of  
Appeals for the Fifth Circuit.*<sup>1</sup> Supply "for the" when not in copy.<sup>2</sup> As in copy.<sup>3</sup> Do not supply if not in copy.



7

Miscellaneous  
Rules

General  
Information

Plant  
Names

Counties

Patents

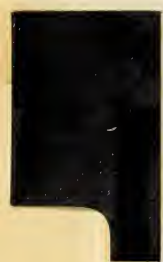
Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index



## MISCELLANEOUS

### Center and side heads.

283. The responsibility for uniformity in type used for heads of coordinate rank rests with copy preparers.

284. Unless otherwise marked, center heads are set in capitals; side heads are set in lower-case, only first word and proper names capitalized. Overs for flush heads will be 2 ems unless otherwise prepared. Text heads set in capitals will be leaded unless otherwise prepared.

(a) In matter set in caps and small caps or caps and lower-case, nouns, pronouns, adjectives, prepositions and conjunctions of four or more letters, verbs (including both elements of the verb *to be*), adverbs, and interjections are capitalized.

285. Periods are omitted after center heads and running heads; periods are used after flush and cut-in side heads, and a period and dash after a side head run in with the text, except such terms as *Article 1*, *Section 1*.

286. Division of words should be avoided in center heads making more than one line, and the first line should be centered, not made to fill the measure by unduly wide spacing.

287. Center heads set in capitals are spaced with at least en quads between words, and the space is widened proportionately for an extended face or for letter-spaced words.

288. In heads set in capitals a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lower-case *c* or *ac*. In heads set in small caps an apostrophe is used instead of the *c*, but a space is used after the *ac*.

### Citations.

(See also Reference marks and footnotes.)

289. In text a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

### Division of words, etc.

(See also Center and side heads.)

290. The division of words at the ends of more than two consecutive lines must be avoided so far as possible.

291. Hyphenated words are preferably divided at the compounding hyphen.

292. A word should not be divided on a single letter; division on two letters should be avoided if possible.

293. The last word on a page and the last word of the last full line of a paragraph are preferably not divided.

294. Division of words should be minimized in leaded matter and avoided so far as possible in double-leaded matter.



295. Such abbreviations as *U. S. N.*, *D. C.*, *M. D.*, *B. C.*, *a. m.*, and *NW¼* should not be divided at the end of a line.

296. Initials should not be divided at the end of a line, and preferably they are not separated from the surname; *Esq.*, *Sr.*, and *Jr.* should not be separated from the names to which they belong.

“*Et cetera*”, “*etc.*”, “*and so forth.*”

297. In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera*, those words should be placed at the beginning of the following paragraph.

#### Footnotes.

(See Reference marks and footnotes, p. 143.)

#### Indentions.

298. In document or narrower measure the paragraph indention is 1 em.

299. Overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry) the overrun indention is made 1 em more than the following line.

300. In matter wider than document measure the indention for paragraphs is 2 ems instead of 1 em, and the indentions on date lines, addresses, and signatures are increased by 1 em.

301. The indention of matter set in smaller type should be the same, in points, as that of the main text if the indented lines are in juxtaposition.

#### Indexes and tables of contents.

302. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic. *Page*, *section*, *paragraph*, etc., over figure columns are set in roman.

	Page
General instructions.....	5
Capitalization ( <i>see also</i> Abbreviations).....	16
Legends. ( <i>See</i> Miscellaneous rules.).....	

(a) The figure column is 3 ems wide unless otherwise indicated.

303. In indexes set with leaders, if the page numbers will not all go in the leader line, the first number only is set in that line and the other numbers are overrun; but to save an overrun the page numbers may be run back within an em leader of the entry, with an en quad between the leader and the figures.

If page folios overrun.....	220,	And this way when overrun folios make two or more lines..	220,
	224, 227, 230, 240		
This way to save overruns..	220, 224,		224-225, 230-240, 245, 246, 250-
	227, 230, 235, 238, 240, 247, 260		255, 258, 300.

304. The overrun page numbers are indented 7 ems in full measure and 3½ ems in half measure, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line above or below.

305. In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)  
Brown, A. H., & Sons (*not* Brown & Sons, A. H.)

306. In a table of contents, where such a word as *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line, and the periods are alined.

307. Subheads in indexes and tables of contents are centered in the full measure. If such subheads extend to the figure column, the figure column and an equal number of ems on the left are cleared.

#### Leads and slugs.

(See Spacing, p. 144.)

#### Legends for illustrations.

308. Legends and explanatory matter of one or two lines are centered; if more than two lines they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side of it the legend is set the width of the illustration; if text is not to be run at the side of the illustration the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

309. Legends are leaded if the text is leaded and are set solid if the text is solid.

310. Legend lines of illustrations which run the broad way should be printed to read up; that is, the even-page legend should be on the binding (or inside) margin and the odd-page legend on the outside margin.

311. Letter symbols used in legends for illustrations are set in italic without periods and are capitalized only if so shown in copy.

312. Periods are used after legends and explanatory matter beneath illustrations.

#### Letters illustrating shapes and forms.

313. Letters used to illustrate shapes and forms, as *U-shape(d)*, *A-frame*, *T-rail*, are set in gothic—case 392 for 10-point, case 391 for 8-point, and case 390 for 6-point—except that for *I-beam* cases 14, 13, and 12, respectively, are used. Plurals are formed by adding the apostrophe and s, as T's, Y's, etc. A gothic capital is not used in *X-ray* and *U-boat*, which have no reference to shape or form.

#### Numbered paragraphs or items.

314. A period and en quad are used after a number or letter at the beginning of a paragraph or item, but if parentheses are used the period is omitted.

(a) When a figure is followed by a letter in parentheses, a space is used between figure and letter; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is set close up to the figure.

(b) If a figure and a letter in parentheses are both used before each paragraph, a period is used after the letter; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15 (a). When the figure is used before the letter in each paragraph—

15 (b). The period is placed after the letter.

15. (a) When the figure is used before letter in first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

#### Reference marks and footnotes.

315. For reference marks superior figures are used, separated from the words to which they apply by thin spaces, unless immediately

preceded by a period or comma. Unless copy and proofs are otherwise marked, text footnotes are numbered consecutively from 1 to 99, but in a publication that is divided into chapters or articles the reference numbers begin with 1 in each chapter or article. A superior reference mark follows all punctuation marks except a dash. Two footnote references occurring together are separated by a thin space, not a comma.

(a) A thin-space bear-off is not used when asterisk, dagger, or other similar character is used for reference.

316. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

317. Footnotes are set in the same measure as the text to which they belong. Footnotes to indented matter are set full measure.

318. Footnotes are set as paragraphs and are separated from the text by a 50-point rule, flush on the left, with two leads above and below the rule. Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems.

319. Unless copy is otherwise marked, footnotes to 12-point text (except 12-point briefs) are set in 8-point; footnotes to 10-point and 8-point text are set in 6-point.

#### **Sidenotes and cut-in notes.**

320. Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid. The measure allowed for cut-in notes is 12 ems of 6-point unless otherwise marked, and the note bears off from the text, above, below, and at the side, not less than an em of the text type.

321. The cut-in note begins on the third line of the paragraph if the length of the paragraph permits.

#### **Spacing.**

322. Spacing of text is governed by the leading, narrow spacing being more desirable in solid matter than in leaded matter. Very thin or very wide spacing in the first line of a paragraph should be avoided.

323. If the last line of a paragraph follows a widely spaced line, it is spaced with en quads instead of 3-em spaces.

324. Center heads are separated from the text by slugs, the space below the head being at least 2 points less than the space above—10-point slug above and 8-point slug below in 10-point text; 8-point slug above and 6-point slug below in 8- and 6-point text.

325. "Two leads", "three leads", and similar designations marked on copy mean two leads in all, three leads in all, etc.

326. Flush heads are separated from text by two leads above and one lead below in solid matter and by three leads above and two leads below in leaded matter unless otherwise marked.

327. Unless otherwise marked, where extracts or other matter are set off from the main text by smaller type or indention, or where the introductory paragraph reads to a flush line below the extract, they are separated from the text by three leads in leaded matter and two leads in solid matter. Extracts set solid in leaded matter are separated from text by three leads.



General  
Information

Plant  
Names

Counties

Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index





# GENERAL INFORMATION

## GEOLOGIC TERMS

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The following list gives many of the terms in common use. It should be noted that "Coal Measures" is used for a subdivision of the Carboniferous system; "Calceiferous" and "Magnesian" for lithologic subdivisions of the Cambrian and Ordovician, respectively; and "Red Beds" for Permian-Triassic rocks of the West; and that these terms, if used in a common-noun sense, are not capitalized or quoted. The term *redbeds* (lower-case, one word) is used in a technical, nonliteral sense to designate certain formations of mixed lithologic character that are predominantly red. The adjectives *upper*, *middle*, and *lower* are capitalized only as indicated in the list, unless the term is quoted (lower Carboniferous; "Lower Carboniferous"). Such common nouns as *formation*, *member*, *group*, *anticline*, *syncline*, *dome*, *uplift*, and *terrace* are not capitalized even if preceded by a name: Mesaverde formation, Devol anticline, Ozark uplift, etc. A dagger preceding a name (†Lafayette gravel) indicates that the name is obsolete or abandoned.

Acadian	Devonian:	lignitic	Pennsylvanian
Algonkian	Lower	"Magnesian"	Permian
Archean	Middle	Mesozoic	"Permo-Carbon-
"Calceiferous"	Upper	Miocene:	iferous"
Cambrian:	Eocene:	lower	Pleistocene
Lower	lower	middle	Pliocene:
Middle	middle	upper	post-Pliocene
pre-Cambrian	upper	Mississippian	pre-Pliocene
Upper	Georgian	Mohawkian	Proterozoic
Carboniferous:	glacial:	Neocene	Quaternary
lower	interglacial	Oligocene:	Recent
upper	postglacial	lower	"Red Beds"
Cenozoic	preglacial	middle	Saratogan
Cincinnatian	Jurassic:	upper	Silurian
"Coal Measures"	Lower	Ordovician:	Tertiary
"Corniferous"	Middle	Lower	Triassic:
Cretaceous:	Upper	Middle	Lower
Lower	"Juratrias"	Upper	Middle
Upper	"Lignitic"	Paleozoic	Upper

## PHYSIOGRAPHIC TERMS

The following list of physical divisions of the United States has been approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, being used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

### PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland.....	Superior Upland.....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland.
	Blue Ridge province.....	Piedmont Lowlands.
	Valley and Ridge province.....	Northern section.
		Southern section.
		Tennessee section.
		Middle section.
		Hudson Valley.
	St. Lawrence Valley.....	Champlain section.
		Northern section.

## PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Appalachian Highlands.....	Appalachian Plateaus.....	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section. Seaboard Lowland.
	New England province.....	New England Upland. White Mountain section. Green Mountain section. Taconic section.
	Adirondack province.....	
Interior Plains.....	Interior Low Plateaus.....	Highland Rim. Lexington Plain. Nashville Basin. Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains. Osage Plains. Missouri Plateau. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau. Central Texas section. Springfield-Salem plateaus. Boston "Mountains." Arkansas Valley. Ouachita Mountains.
	Central Lowland.....	
	Great Plains.....	
Interior Highlands.....	Ozark Plateaus.....	
	Ouachita province.....	
Rocky Mountain System.....	Southern Rocky Mountains.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
Intermontane Plateaus.....	Columbia Plateaus.....	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section. Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section.
	Colorado Plateaus.....	
	Basin and Range province.....	
Pacific Mountain System.....	Sierra-Cascade Mountains.....	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada. Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Pacific Border province.....	
	Lower Californian province.....	

# **PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES**

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian. (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S. Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S. Dak.)	Navajo base line. (Ariz.-N. Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N. Mex.)
Boulder guide meridian. (Mont.)	New Mexico guidemeridian. (N. Mex.-Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N. Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	Salt Lake meridian. (Utah.)
Columbia guide meridian. (Wash.)	St. Helena meridian. (La.)
Colville guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Copper River meridian. (Alaska.)	St. Stephens meridian. (Ala.-Miss.)
Coulson guide meridian. (Mont.)	San Bernardino base line. (Calif.)
Deer Lodge guide meridian. (Mont.)	San Bernardino meridian. (Calif.)
Deschutes meridian. (Oreg.)	Sevier Lake guide meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	Seward meridian. (Alaska.)
Fairbanks meridian. (Alaska.)	Shields River guide meridian. (Mont.)
Flathead guide meridian. (Mont.)	Smith River guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)	Snake Valley guide meridian. (Utah.)
Fremont Valley guide meridian. (Utah.)	Square Butte guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Sweet Grass guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Tallahassee meridian. (Fla.)
Grande Ronde guide meridian. (Oreg.)	Teton guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Uinta special meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)	Ute principal meridian. (Colo.)
Helena guide meridian. (Mont.)	Valley Creek guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)	Wah Wah guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)	Washington meridian. (Miss.)
Humboldt meridian. (Calif.)	Willamette meridian. (Oreg.-Wash.)
Humboldt River guide meridian. (Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)



**PRINCIPAL FOREIGN COUNTRIES, WITH THE TITLES OF HEADS OF STATE, THE NAMES OF LEGISLATIVE BODIES, ETC.**

[As of Oct. 1, 1935]

Country	Title of head of state	Legislative body and branches	Domain and major administrative subdivisions
Abyssinia. (See Ethiopia.)			
Afghanistan	King	(Absolute monarchy) National Consultative Assembly.	Kingdom: Province.
Albania	do	Chamber of Deputies	Kingdom: Prefecture.
Andorra	Joint Regents	General Council	Protected State: Civil Principality.
Arabia. (See Saudi Arabia.)			
Argentina	President	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory, Federal Capital.
Austria	do	Federal Diet	Federal State: State.
Belgium	King	Senate, Chamber of Representatives.	Kingdom: Province.
Bhutan	Maharaja		State.
Bolivia	President	National Congress: Chamber of Senators, Chamber of Deputies.	Republic: Department, Territory.
Brazil	do	National Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Bulgaria	King	National Assembly (Sobranje)	Kingdom: Province (Okrug).
Chile	President	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory.
China	do	Legislative Yuan <sup>1</sup>	Republic: Province.
Colombia	do	Congress: Senate, House of Representatives.	Republic: Department, Intendencia, <sup>1</sup> Comisaria. <sup>1</sup>
Costa Rica	do	Constitutional Congress	Republic: Province.
Cuba	do	Congress: Senate, House of Representatives.	Do.
Czechoslovakia	do	National Parliament: Senate, Chamber of Deputies.	Do.
Danzig, Free City of.		Senate, Legislative Assembly (Volkstag).	Free City: Kreis. <sup>1</sup>
Denmark	King	Diet (Rigsdag): Landsting, <sup>1</sup> Folketing. <sup>1</sup>	Kingdom: Amt. <sup>1</sup>
Dominican Republic.	President	Congress: Senate, Chamber of Deputies.	Republic: Province.
Ecuador	do	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory.
Egypt	King	Parliament: Senate, Chamber of Deputies.	Kingdom: Province (Mudiri- yet), Governorate.
El Salvador	President	National Assembly of Deputies.	Republic: Department.
Estonia	President (Riigivanem).	State Assembly (Riigikogu)	Republic: District (Maakond).
Ethiopia (Abyssinia).	Emperor	(Absolute monarchy) Parliament: Senate, Chamber of Deputies.	Empire: Feudal Kingdom, Province.
Finland	President	Diet	Republic: Province (Lääni).
France	do	National Assembly: Senate, Chamber of Deputies.	Republic: Department.
Germany	Chancellor of the German Reich.	Legislature of the Republic (Reichstag), State Council (Reichsrat).	Republic: State, Province.
Great Britain and Northern Ireland, British Dominions beyond the Seas, and India.	King (etc.)		Empire: Kingdom, Dominion, and India.
Great Britain and Northern Ireland, United Kingdom of.	King	Parliament: House of Lords, House of Commons.	Kingdom: Colony, Protectorate, Dependency.
Australia, Commonwealth of.	Governor General	Parliament: Senate, House of Representatives.	Dominion: State.
Canada, Dominion of.	do	Parliament: Senate, House of Commons.	Dominion: Province, Territory.
Irish Free State.	do	Parliament: Senate (Seanad Eireann), Chamber of Deputies (Dail Eireann).	Dominion: County.
Newfoundland	Governor	Legislature: Legislative Council, House of Assembly.	Dominion: District.
New Zealand	Governor General	Parliament: Legislative Council, House of Representatives.	Dominion: County, Municipality.
South Africa, Union of.	do	Parliament: Senate, House of Assembly.	Dominion: Province.

<sup>1</sup> No accurate English equivalent.

**PRINCIPAL FOREIGN COUNTRIES, WITH THE TITLES OF HEADS OF STATE, THE NAMES OF LEGISLATIVE BODIES, ETC.—Continued**

Country	Title of head of state	Legislative body and branches	Domain and major administrative subdivisions
Great Britain—Con. India, British.....	Viceroy and Governor General. Prince, etc.....	Legislature: Council of State, Legislative Assembly.....	Empire: Province. State.
India, Native States.....	President.....	Senate, Chamber of Deputies.....	Republic: Nome <sup>1</sup> (Nomos).
Greece.....	.....do.....	National Assembly: Permanent Committee functions during recess of Assembly.	Republic: Department.
Guatemala.....	.....do.....	National Assembly: Senate, Chamber of Deputies.	Do.
Haiti.....	.....do.....	.....	Do.
Hejaz and Nejd. (See Saudi Arabia.)	.....do.....	Congress of Deputies.....	Do.
Honduras.....	Regent.....	Parliament: Upper House, Lower House.	Kingdom: Comitatus (Várme-gye).
Hungary.....	King.....	Parliament (Alting): Upper House, Lower House.	Kingdom: District (Syslur).
Iceland.....	Shah.....	National Consultative Assembly (Mejliss).	Empire: Province.
Iran.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom: District (Liwa).
Iraq.....	.....do.....	.....do.....	Kingdom: Province.
Italy.....	Emperor.....	Imperial Diet: House of Peers, House of Representatives.	Empire: Prefectures (Fu and Ken).
Japan.....	.....do.....	.....	Province.
Chosen.....	President.....	Diet (Saeima).....	Republic: Province (Apgabals).
Latvia.....	.....do.....	Congress: Senate, House of Representatives.	Republic: County.
Liberia.....	Prince.....	Diet (Landtag).....	Principality.
Liechtenstein.....	President.....	Diet (Seimas).....	Republic: District (Apskritis).
Lithuania.....	Grand Duchess.....	Chamber of Deputies.....	Grand Duchy: Canton.
Luxemburg (Luxembourg). Mexico.....	President.....	Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Monaco.....	Prince.....	National Council.....	Principality.
Morocco.....	Sultan.....	.....	Sultanate: Territory (civil or military).
Nepal.....	Maharaja.....	(Theoretical despotism) Prime Minister: Council of Ministers.	Kingdom.
Netherlands.....	Queen.....	States-General: First Chamber, Second Chamber.	Kingdom: Province.
Nicaragua.....	President.....	Congress: Senate, Chamber of Deputies.	Republic: Department, Comarca. <sup>1</sup>
Norway.....	King.....	Storting: <sup>1</sup> Lagting, <sup>1</sup> Odelsting <sup>1</sup> .	Kingdom: District (Fylke <sup>1</sup> ).
Oman (Muscat).....	Sultan.....	(Absolute monarchy).....	Sultanate.
Panama.....	President.....	National Assembly.....	Republic: Province.
Paraguay.....	.....do.....	National Congress: Senate, Chamber of Deputies.	Republic: Department.
Persia. (See Iran.)	.....do.....	.....	.....
Peru.....	President.....	Congress: Senate, Chamber of Deputies.	Republic: Department.
Poland.....	.....do.....	Diet (Sejm), Senate.....	Republic: Province (Woje-wodztwo).
Portugal.....	.....do.....	National Assembly.....	Republic: District.
Rumania.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom: Judetul. <sup>1</sup>
Russia. (See Union of Soviet Socialist Republics.)	.....do.....	.....	.....
Salvador. (See El Salvador.)	.....do.....	.....	.....
San Marino.....	Captains-Regent (2). King.....	Grand Council.....	Republic.
Saudi Arabia.....	.....do.....	(Absolute monarchy).....	Dual Kingdom.
Siam.....	Council of Regency.	Legislative Council.....	Kingdom: Circle (Monthon <sup>1</sup> ).
Spain.....	President.....	Cortes: Congress of Deputies.....	Federative Republic Autonomous Region, Province.
Sweden.....	King.....	Diet (Riksdag): First Chamber, Second Chamber.	Kingdom: Län. <sup>1</sup>
Switzerland.....	President.....	Parliament: Council of States (Ständerat), National Council (Nationalrat).	Republic: Canton.
Turkey.....	.....do.....	Grand National Assembly.....	Republic: Vilâyet. <sup>1</sup>

<sup>1</sup> No accurate English equivalent.

**PRINCIPAL FOREIGN COUNTRIES, WITH THE TITLES OF HEADS OF STATE, THE NAMES OF LEGISLATIVE BODIES, ETC.—Continued**

Country	Title of head of state	Legislative body and branches	Domain and major administrative subdivisions
Union of Soviet Socialist Republics.	President of the Central Executive Committee of the Union of Soviet Socialist Republics. <sup>2</sup>	Congress of Soviets of the Union of Soviet Socialist Republics; elects the Central Executive Committee of the Union of Soviet Socialist Republics, which is composed of the Soviet of Nationalities and the Union Soviet and which elects the Presidium of the Central Executive Committee of the Union of Soviet Socialist Republics and the Soviet of People's Commissars of the Union of Soviet Socialist Republics.	Union of Soviet Socialist Republics: 7 constituent republics—the Russian Socialist Federated Soviet Republic, the Ukrainian Socialist Soviet Republic, the White Russian Socialist Soviet Republic, the Transcaucasian Socialist Federated Soviet Republic, the Uzbek Socialist Soviet Republic, the Turkmen Socialist Soviet Republic, and the Tajik Socialist Soviet Republic; within a constituent republic may be a republic, an autonomous republic, krai, <sup>1</sup> an oblast, <sup>1</sup> autonomous oblast, <sup>1</sup> and a raion. <sup>1</sup>
Uruguay	do	General Assembly: Senate, Chamber of Representatives.	Republic: Department.
Venezuela	do	Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Yugoslavia	Regency Council.	National Congress: Senate, Chamber of Deputies.	Kingdom: Banovina. <sup>1</sup>

<sup>1</sup> No accurate English equivalent.

<sup>2</sup> There are 7 Presidents of the Central Executive Committee of the Union of Soviet Socialist Republics (1 from each of the 7 constituent republics). Since the formation of the Union, the senior President of the Central Executive Committee of the Union has been at the same time the President of the All-Russian Central Executive Committee.

**NOUNS AND ADJECTIVES DENOTING NATIONALITY**

[As of Oct. 1, 1935]

[Countries that do not use a Latin alphabet officially are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Abyssinia. (See Ethiopia.)		
*Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
America, United States of	American(s)	{American (preferred). {United States.
Andorra	Andorran(s)	Andorran.
Argentina	Argentinean(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Belgium	Belgian(s)	Belgian.
*Bhutan	Bhutanese	Bhutanese.
Burma	Burman(s)	Burman.
Bolivia	Bolivian(s)	Bolivian.
Brazil (United States of)	Brazilian(s)	Brazilian.
*Bulgaria	Bulgarian(s)	Bulgarian.
Canada	Canadian(s)	Canadian.
Chile	Chilean(s)	Chilean.
*China	Chinese	Chinese.
*Chosen	Korean(s)	Korean.
Colombia	Colombian(s)	Colombian.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadoran(s)	Ecuadoran.
*Egypt	Egyptian(s)	Egyptian.
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
*Ethiopia (Abyssinia)	{Ethiopian(s) (preferred) {Abyssinian(s)	{Ethiopian (preferred). {Abyssinian.
Finland	Finn(s)	Finnish.
France	Frenchman (men)	French.
Germany	German(s)	German.
Great Britain	Briton(s)	British.
*Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Haiti	Haitian(s)	Haitian.
*Hejaz	Hejazi(s)	Hejaz or Hejazi
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
*Iran	Iranian(s)	Iranian.



## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Countries that do not use a Latin alphabet officially are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Iraq	Iraqi(s)	Iraq or Iraqi.
Ireland (Irish Free State; Northern Ireland).	(Irishman (men)) (Irish (collective plural))	} Irish.
Isle of Man	(Manxman (men)) (Manx (collective plural))	
Italy	Italian(s)	Italian.
*Japan	Japanese (singular, plural)	Japanese.
*Korea. (See Chosen.)		
Latvia	Latvian(s)	Latvian.
Liberia	Liberian(s)	Liberian.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxemburg, Luxembourg	Luxemburger(s)	Luxemburg, Luxembourg.
Malay States	Malayan(s)	Malayan.
Mexico (United Mexican States)	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.
*Muscat. (See Oman.)		
*Nejd	Nejdi(s)	Nejd or Nejdi.
*Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Netherlander(s)	Netherland.
Newfoundland	Newfoundlander(s)	Newfoundland.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Norway	Norwegian(s)	Norwegian.
*Oman (Muscat)	Omani(s)	Oman or Omani.
Palestine	Palestinian(s)	Palestinian.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
Peru	Peruvian(s)	Peruvian.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Rumania	Rumanian(s)	Rumanian.
Russia. (See also Union of Soviet Socialist Republics.)	Russian(s)	Russian.
Salvador. (See El Salvador.)		
Scotland	(Scot(s)) (Scotch (collective plural))	} Scotch.
*Siam	Siamese (singular, plural)	
South Africa, Union of	South African(s)	South African.
Spain	Spaniard(s)	Spanish.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria	Syrian(s)	Syrian.
Turkey	Turk(s)	Turkish.
Union of Soviet Socialist Republics.	Soviet national(s)	Soviet.
United States of America. (See America, United States of.)		
Uruguay	Uruguayan(s)	Uruguayan.
Venezuela	Venezuelan(s)	Venezuelan.
Wales	(Welshman (men)) (Welsh (collective plural))	} Welsh.
*Yemen	Yemeni(s)	
Yugoslavia	Yugoslav(s)	Yugoslav.

## FOREIGN COINS

[As of July 1, 1935]

Country	Basic monetary unit			Value of basic unit in terms of United States money	Principal fractional unit		
	Name	Abbreviation	Symbol		Name	Abbreviation	Symbol <sup>1</sup>
Argentina	Peso(s) <sup>2</sup>	P	\$	\$1. 6335	Centavo(s)	Ctvo.	
Australia	Pound		£	8. 2397	{Shilling(s) Penny (pence)	s. d.	
Austria	Schilling	S.		. 1875	Groschen		
Belgium	Franc(s) <sup>3</sup>	Fr.		. 1695	Centime(s)		
Bolivia	Boliviano(s)	B.		. 6180	Centavo(s)	Ctvo.	
Brazil	Milreis.		4 13000	. 2025	Real (reis)		\$
Bulgaria	Lev(a)	L.		. 0122	Stotinka(ki)		
Canada <sup>6</sup>	Dollar(s)	Doll.	\$	1. 6931	Cent(s)		¢
Chile	Peso(s)	P.	\$	. 2060	Centavo(s)	Ctvo.	
China	Haikwan tael.	HK Tl.		( <sup>6</sup> )			
	Shanghai tael.	Tl.		( <sup>6</sup> )			
	Mexican dollar.		\$	( <sup>6</sup> )			
	Yuan dollar.		\$	( <sup>6</sup> )			

See footnotes at end of table.



## FOREIGN COINS—Continued

Country	Basic monetary unit			Value of basic unit in terms of United States money	Principal fractional unit		
	Name	Abbreviation	Symbol		Name	Abbreviation	Symbol
Colombia.....	Peso(s)	P.	\$	\$1. 6479	Centavo(s)	Ctvo.	
Costa Rica.....	Colon(es)		Q	. 7879	Centimo(s)	Ctmo.	
Cuba.....	Peso(s)	P.	\$	1. 0000	Centavo(s)	Ctvo.	
Czechoslovakia.....	Koruna(ny)	Kč		. 0418	Heller(e)	Ha.	
Denmark.....	Krone.	Kr		. 4537	Øre (Ører)		
Ecuador.....	Sucre(s)	S/		. 3386	Centavo(s)	Ctvo.	
Egypt.....	Pound	LE	£E	8. 3692	Plaster	Pt	
El Salvador.....	Colon(es)		Q	. 8466	Centavo(s)	Ctvo.	
Estonia.....	Kroon(i)	Ek		. 4537	Sent(i)		
Finland.....	Markka(a)	SMK		. 0426	Penni(niä)	Piä.	
France.....	Franc(s)	Fr		. 0663	Centime(s)		
Germany.....	Reichsmark	RM		. 4033	Reichspfennig(e)	Rpf.	
Great Britain <sup>7</sup> .....	Pound(s)	L stg.	£	8. 2397	(Shilling(s))	s.	
Greece.....	Drachma(ai)	Dr		. 0220	(Penny (pence))	d.	
Guatemala.....	Quetzal(es)	Q		1. 6931	Lepton(ta)		
Haiti.....	Gourde(s)	Gde		. 2000	( <sup>9</sup> )		
Honduras.....	Lempira(s)	L.	\$	. 8466	Centime(s)		
Hong Kong.....	Dollar		\$	( <sup>9</sup> )	Centavo(s)	Ctvo.	
Hungary.....	Pengö(s)	P.		. 2961	Cent(s)		
India, British <sup>8</sup> .....	Rupee.	R		. 6180	Filler		
Indochina.....	Plaster	P		. 6633	Anna		
Iran <sup>10</sup> .....	Rial			. 0824	Centime(s)		
Irish Free State.....	Pound(s)		£	8. 2397	(Shilling(s))	s.	
Italy.....	Lira(re)	L.		. 0891	(Penny (pence))	d.	
Japan.....	Yen.		¥	. 8440	Centesimo(i)		
Latvia.....	Lat(os)	L.		. 3267	Sen		
Lithuania.....	Litas(tu)	L.		. 1693	Santims(mi)		
Malaya, British.....	Straits dollar.		\$	( <sup>9</sup> )	Cent(s)		
Mexico.....	Peso(s)	P.	\$	. 8440	Cent(s)		
Netherlands <sup>11</sup> .....	Florin(s)	Fl		. 6306	Centavo(s)	Ctvo.	
New Zealand.....	Pound.		£	8. 2397	Cent(s)		
Norway.....	Krone(er)	Kr		. 4537	(Shilling(s))	s.	
Panama.....	Balboa(s)	B.		1. 6933	(Penny (pence))	d.	
Paraguay.....	Peso(s) <sup>2</sup>	P.	\$	1. 6335	Øre (Ører)		
Peru.....	Sol(es)	S/		. 4740	Centavo(s)	Ctvo.	
Philippines.....	Peso		P	. 5000	Centavo(s)	Ctvo.	
Poland.....	Zloty(te)	Zl		. 1899	Centavo(s)	Ctvo.	
Portugal.....	Escudo(s)		<sup>12</sup> 1:000	. 0748	Grosz(e)		
Rumania.....	Leu(le)	L.		. 0101	Centavo(s)	Ctvo.	
Salvador. (See El Salvador.)					Ban(i)		
Siam.....	Baht			. 7491	Satang		
Spain.....	Peseta	Pta		. 3267	Centimo(s)	Ctmo.	
Sweden.....	Krona(nor)	Kr		. 4537	Centimo(s)	Ctmo.	
Switzerland.....	Franc	Fr		. 3267	Øre		
Turkey.....	Pound	L Tq.	£T	7. 4400	Centime(s)		
U.S.S.R. (Russia).....	Chervonetz <sup>13</sup>	R		8. 7123	Plaster(s)		
Uruguay.....	Peso(s)	P.	\$	1. 7511	Ruble; kopek	R.	
Venezuela.....	Bolivar(es)	B.		. 3267			
Yugoslavia.....	Dinar(i)	Din.		. 0298	Centimo(s)	Ctmo.	
					Para		

<sup>1</sup> In the majority of countries the fractional parts of monetary units are indicated much the same as United States dollars and cents, with the difference that the comma is sometimes used instead of the decimal point; i. e., in Mexico, P. 495.50 represents 495 pesos and 50 centavos. Where there is still a lesser fractional part, it is written as follows: £5 2s. 4d. represents 5 pounds 2 shillings and 4 pence. Some few countries separate the fractional part simply by a space (without period or comma), while others use the symbol (\$) between the basic unit and the fractional part.

<sup>2</sup> Gold peso (oro sellado) is abbreviated o/s; paper money (moneda nacional) is abbreviated m/n.

<sup>3</sup> The belga (B.) is used only in exchange transactions.

<sup>4</sup> The conto, or 1,000 milreis, is written 1:000\$000.

<sup>5</sup> Including Newfoundland.

<sup>6</sup> Varies with the price of silver.

<sup>7</sup> The pound is also the unit in all of the British colonies and territories except where a local currency exists. In a number of the African possessions the local shilling is the principal unit, and it has the same value as the English shilling. In the British West Indies the local dollar of 100 cents is used in most cases, the pound sterling being the equivalent of 4.80 local currency (\$4.80).

<sup>8</sup> Fractional currency in terms of the monetary unit; i. e., .50 represents one-half quetzal.

<sup>9</sup> The rupee is also used in Ceylon and some of the African territories.

<sup>10</sup> The pahlavi (100 rials) has the same value as the British pound sterling.

<sup>11</sup> Including Netherland India.

<sup>12</sup> The symbol (\$) is used between the escudo and the centavo; the colon (:) used between the conto and the escudo; i. e., 5:415.385\$50 reads 5 contos 415,385 escudos and 50 centavos.

<sup>13</sup> The chervonetz is the equivalent of 10 chervonetz rubles. Quotations are usually in rubles.

## CHEMICAL ELEMENTS

Accepted names, symbols, and atomic numbers as officially approved by the International Committee on Atomic Weights of the International Union of Chemistry; second report, issued in 1932]

Element	Symbol	Atomic number	Element	Symbol	Atomic number
Aluminum.....	Al	13	Molybdenum.....	Mo	42
Antimony.....	Sb	51	Neodymium.....	Nd	60
Argon.....	A	18	Neon.....	Ne	10
Arsenic.....	As	33	Nickel.....	Ni	28
Barium.....	Ba	56	Nitrogen.....	N	7
Beryllium.....	Be	4	Osmium.....	Os	76
Bismuth.....	Bi	83	Oxygen.....	O	8
Boron.....	B	5	Palladium.....	Pd	46
Bromine.....	Br	35	Phosphorus.....	P	15
Cadmium.....	Cd	48	Platinum.....	Pt	78
Calcium.....	Ca	20	Potassium.....	K	19
Carbon.....	C	6	Praseodymium.....	Pr	59
Cerium.....	Ce	58	Radium.....	Ra	88
Cesium.....	Cs	55	Radon.....	Rn	86
Chlorine.....	Cl	17	Rhenium.....	Re	75
Chromium.....	Cr	24	Rhodium.....	Rh	45
Cobalt.....	Co	27	Rubidium.....	Rb	37
Columbium.....	Cb	41	Ruthenium.....	Ru	44
Copper.....	Cu	29	Samarium.....	Sm	62
Dysprosium.....	Dy	66	Scandium.....	Sc	21
Erbium.....	Er	68	Selenium.....	Se	34
Europium.....	Eu	63	Silicon.....	Si	14
Fluorine.....	F	9	Silver.....	Ag	47
Gadolinium.....	Gd	64	Sodium.....	Na	11
Gallium.....	Ga	31	Strontium.....	Sr	38
Germanium.....	Ge	32	Sulphur.....	S	16
Gold.....	Au	79	Tantalum.....	Ta	73
Hafnium.....	Hf	72	Tellurium.....	Te	52
Helium.....	He	2	Terbium.....	Tb	65
Holmium.....	Ho	67	Thallium.....	Tl	81
Hydrogen.....	H	1	Thorium.....	Th	90
Indium.....	In	49	Thulium.....	Tm	69
Iodine.....	I	53	Tin.....	Sn	50
Iridium.....	Ir	77	Titanium.....	Ti	22
Iron.....	Fe	26	Tungsten.....	W	74
Krypton.....	Kr	36	Uranium.....	U	92
Lanthanum.....	La	57	Vanadium.....	V	23
Lead.....	Pb	82	Xenon.....	Xe	54
Lithium.....	Li	3	Ytterbium.....	Yb	70
Lutecium.....	Lu	71	Yttrium.....	Y	39
Magnesium.....	Mg	12	Zinc.....	Zn	30
Manganese.....	Mn	25	Zirconium.....	Zr	40
Mercury.....	Hg	80			

Announcements of the discovery of the missing members of the series of 92 elements of the periodic system require further authentication to warrant acceptance by the International Committee on Atomic Weights of the International Union of Chemistry. Examples are actinium (atomic number 90), alabamium (85), illinium (61), masurium (43), polonium (84), protoactinium (91), virginium (87). If, as, and when these are duly authenticated the fact will be announced by inclusion in the official list approved by and promulgated by the International Committee on Atomic Weights of the International Union of Chemistry.

# UNITED STATES EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

Weight or measure	Country <sup>1</sup>	Weight or measure	Country <sup>1</sup>
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Iran.	1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	( <sup>2</sup> ).
1 bouw=7,096.5 square meters=1.754 acres.	Dutch East Indies.	1 manzana=1.7266 acres.....	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (kati)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.....	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa.*	1 morgen=2.1165 acres.....	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chetvert=5.9568 Winchester bushels.	Russia.	1 oke=1.248 kilogram=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.....	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.....	Norway.	1 picul=133½ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.....	Russia.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Dutch East Indies.
1 donum=0.227 acre.....	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Russia.
1 feddan=1.038 acres.....	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.....	( <sup>2</sup> ).	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	( <sup>2</sup> ).
1 hectoliter=2.8378 Winchester bushels.	( <sup>2</sup> ).	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia.*	1 Russian pound=¼ pood=0.90282 pound, avoirdupois.	Russia.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa.*	1 rai=0.3954 acre.....	Siam.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa.*	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do.*	1 tan (or picul)=133½ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	( <sup>2</sup> ).	1 ton (metric)=2,204.6 pounds, avoirdupois.	( <sup>2</sup> ).
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Formosa.	1 zentner=110.23 pounds, avoirdupois.	Germany.
1 ko=2.4506 acres.....	Japan.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.			

<sup>1</sup> The star (\*) indicates that the list of countries given may not be complete.

<sup>2</sup> Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

## METRIC TABLES

### LENGTH

Myriameter.....	10,000 meters.....	6.2137 miles.
Kilometer.....	1,000 meters.....	0.62137 mile.
Hectometer.....	100 meters.....	328 feet 1 inch.
Dekameter.....	10 meters.....	39.37 inches.
Meter.....	1 meter.....	39.37 inches.
Decimeter.....	0.1 meter.....	3.937 inches.
Centimeter.....	0.01 meter.....	0.3937 inch.
Millimeter.....	0.001 meter.....	0.0394 inch.



## METRIC TABLES—Continued

## SURFACE

Hectare.....	10,000 square meters.....	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centare.....	1 square meter.....	1,550 square inches.

## WEIGHT

Name	Number of grams	Weight of what quantity of water at maximum density	Avoirdupois weight
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters.....	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters.....	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

## CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter, or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gal lons.
Dekaliter.....	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gal lons.
Liter.....	1	1 cubic decimeter.....	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter.....	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

## COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States.....	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.810 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States.....	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois.....	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States.....	0.9463 liter.		

## ROMAN NUMERALS

I.....	1	IX.....	9	LXX.....	70	D.....	500
II.....	2	X.....	10	LXXX.....	80	DC.....	600
III.....	3	XIX.....	19	XC.....	90	DCC.....	700
IV.....	4	XX.....	20	C.....	100	DCCC.....	800
V.....	5	XXX.....	30	CL.....	150	CM.....	900
VI.....	6	XL.....	40	CC.....	200	M.....	1,000
VII.....	7	L.....	50	CCC.....	300	MD.....	1,500
VIII.....	8	LX.....	60	CD.....	400	MCM.....	1,900



## NAMES OF THE MONTHS IN FIVE LANGUAGES

English	Spanish	Portuguese	French	German
January	enero	janeiro	janvier	Januar
February	febrero	fevereiro	février	Februar
March	marzo	março	mars	März
April	abril	abril	avril	April
May	mayo	maio	mai	Mai
June	junio	junho	juin	Juni
July	julio	julho	juillet	Juli
August	agosto	agosto	août	August
September	septiembre	setembro	septembre	September
October	octubre	outubro	octobre	Oktober
November	noviembre	novembro	novembre	November
December	diciembre	dezembro	décembre	Dezember

NOTE.—It will be observed in the foregoing list that the names of months are capitalized in English and German, but are not capitalized in Spanish, Portuguese, and French.

## ASTRONOMICAL SIGNS

♈ Aries	♐ Capricornus	♄ Saturn	♈ Quartile
♉ Taurus	♑ Aquarius	♅ Uranus	♉ Sextile
♊ Gemini	♒ Pisces	♆ or ☾ New Moon	♊ Dragon's Head
♋ Cancer	♈ or ☼ Sun	♇ First Quarter	♋ Dragon's Tail
♌ Leo	♁ Mercury	☉ or ☽ Full Moon	♌ Ceres
♍ Virgo	♂ Venus	☾ Last Quarter	♍ Pallas
♎ Libra	♁ or ⊕ Earth	♊ Conjunction	♎ Juno
♏ Scorpio	♂ Mars	♋ Opposition	♏ Vesta
♐ Sagittarius	♑ Jupiter	♌ Trine.	♐ or ♑ Neptune

## MATHEMATICAL SIGNS

+ plus	□ square	⊥ perpendicular	∞ infinity
− minus	△ triangle	~ difference	α varies as
= equality	▭ rectangle	∫ integration	√ radical
× multiplied by	○ circle	≅ equivalent	° degree
÷ divided by	∠ angle	∴ proportion	' minute
∴ geometrical proportion	└ right angle	− difference, excess	" second
≡ identical with	□ or > greater than	∴ therefore	
± plus or minus	□ or < less than	∵ because	

## GREEK ALPHABET

Caps	Lower case	Greek name	English sound	Caps	Lower case	Greek name	English sound
A	α α	Alpha.	A.	N	ν	Nu.	N.
B	β β	Beta.	B.	Ξ	ξ	Xi.	X.
Γ	γ	Gamma.	G.	Ο	ο	Omicron.	O short.
Δ	δ	Delta.	D.	Π	π π	Pi.	P.
E	ε	Epsilon.	E.	Ρ	ρ	Rho.	R.
Z	ζ	Zeta.	Z.	Σ	σ s	Sigma.	S.
H	η	Eta.	E.	Τ	τ	Tau.	T.
Θ	θ θ	Theta.	Th.	Υ	υ	Upsilon.	U.
I	ι	Iota.	I.	Φ	φ φ	Phi.	F.
K	κ	Kappa.	K.	Χ	χ	Chi.	Ch.
Λ	λ	Lambda.	L.	Ψ	ψ	Psi.	Ps.
M	μ	Mu.	M.	Ω	ω	Omega.	O long.

## INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one third.

8-point type is increased one fourth.

10-point type is increased one fifth.

11-point type is increased two elevenths.

12-point type is increased one sixth.

## STANDARD SET MEASUREMENTS, IN PICAS

Designations	Picas		Previous measurements (picas)
	Width	Between columns	
Full measure:			
Bill.....	30	-----	30 7
Census.....	42½	-----	42½
Court decisions.....	23	-----	23 4
Document.....	26½	-----	26½
Law.....	21½	-----	21½
Sidenotes.....	4½	½	4 7
Tide Tables.....	35	-----	34½
Professional Papers.....	32½	-----	32 1
Quarto.....	36½	-----	36½
Record.....	43	-----	42½
Revised Statutes.....	32½	-----	32½
Sidenotes.....	5½	½	5½
Half measure:			
Bill.....	14½	1	14½
Census.....	21	½	20½
Court decisions.....	11	1	11 5
Document.....	13	½	12½
Law.....	10½	½	10½
Tide Tables.....	17	1	-----
Professional Papers.....	16	½	15½
Quarto.....	18	½	18
Record.....	21	1	21 2
Revised Statutes.....	16	½	15½
Third measure:			
Census.....	13½	1	13½
Document.....	8½	½	8 7
Quarto.....	11½	1	11½
Revised Statutes.....	10½	½	10 8
Two-thirds measure:			
Census.....	28	-----	28 4
Broad measure:			
Census.....	56	-----	56
Court decisions.....	40½	-----	40½
Document.....	45	-----	45
Law.....	39½	-----	39½
Professional Papers.....	45½	-----	45½
Quarto and bill.....	53	-----	53
Revised Statutes.....	50	-----	50
Record.....	57	-----	57
Postal Bulletin measure:			
1 column.....	12	-----	12 1
2 columns.....	24½	-----	24½
3 columns.....	37	-----	37 3
4 columns.....	49½	½	49½

## FOREIGN TYPE HEIGHTS

	Inch		Inch
Africa.....	0.918	Holland.....	0.975
Australia.....	.918	Italy.....	.978
Bulgaria.....	.936	Mexico.....	.918
Canada.....	.918	Russia.....	.989
Denmark.....	.982, .986, .987	South America.....	.918
England.....	.918	Sweden.....	.928
France (Didot).....	.928		

## DIMENSIONS OF TYPE PAGES AND TRIM OF PRINTED BOOKS

Measures	Type page		Books trim to 2—	Measures	Typé page		Books trim to 2—
	Width	Depth 1			Width	Depth 1	
<i>Picas</i>	<i>Inches</i>	<i>Inches</i>	<i>Inches</i>	<i>Picas</i>	<i>Inches</i>	<i>Inches</i>	<i>Inches</i>
43	7½	9¼	9½ x 11¾	30	5	9¾	7½ x 11
42½	7½	9¼	9½ x 11¾	26½	4½	7½	5½ x 9½
36½	6½	9½	9½ x 11¾	23	3¾	7¼	5½ x 9½
35	5¾	9¾	7½ x 10¾	21½	3½	6½	5½ x 9½
32½	5½	8½	7¾ x 11½	21	3½	6½	5½ x 9½

## CONVERSION TABLE

Picas	Set							
	10½	10	9	8½	8	7½	7	6
4½	5.3	5.7	6	6.6	6.13	7.4	7.13	9
5½	6.5	6.11	7.6	7.14	8.4	8.14	9.8	11
6½	9.13	10.4	11.6	12	12.13	13.11	14.10	17
10½	12	12.11	14	14.15	15.13	16.14	18	21
11	12.10	13.4	14.12	15.10	16.9	17.11	18.15	22
11½	13.3	13.14	15.6	16.4	17.4	18.7	19.13	23
12	13.13	14.7	16	16.17	18	19.4	20.10	24
13	14.15	15.11	17.6	18.6	19.9	20.14	22.5	26
13½	15.8	16.4	18	19.1	20.4	21.11	23.3	27
14½	16.10	17.7	19.6	20.8	21.13	23.4	24.15	29
16	18.5	19.4	21.6	22.11	24	25.11	27.8	32
17	19.8	20.7	22.12	24	25.9	27.4	29.3	34
18	20.10	21.11	24	25.7	27	28.14	30.15	36
21	24	25.4	28	29.12	31.9	33.11	36	42
21½	24.10	25.14	28.12	30.6	32.4	34.7	36.15	43
22	25.3	26.7	29.6	31.1	33	35.4	37.13	44
23	26.5	27.11	30.12	32.8	34.9	36.14	39.8	46
24½	28	29.7	32.12	34.11	36.13	39.4	42	49
26½	30.5	31.14	35.6	37.7	39.13	42.7	45.8	53
28	32	33.11	37.6	39.9	42	44.14	48	56
30	34.5	36	40	42.6	45	48	51.8	60
32½	37.2	39	43.6	45.16	48.13	52	55.13	65
35	40	42	46.12	49.7	52.9	56	60	70
36½	41.13	43.14	48.12	51.9	54.13	58.7	62.10	73
37	42.5	44.7	49.6	52.4	55.9	59.4	63.8	74
39½	45.2	47.7	52.12	55.14	59.4	63.4	67.13	79
40½	46.5	48.11	54	57.3	60.13	64.14	69.8	81
42½	48.10	51	56.12	60	63.13	68	72.15	85
43	49.2	51.11	57.6	60.13	64.9	68.14	73.13	86
45	51.7	54	60	63.9	67.9	72	77.3	90
45½	52	54.11	60.12	64.4	68.4	72.14	78	91
49½	56.10	59.7	66	69.16	74.4	79.4	84.15	99
50	57.2	60	66.12	70.10	75	80	85.13	100
53	60.10	63.11	70.12	74.14	79.9	84.14	90.16	106
56	64	67.4	74.12	79	83.17	89.11	96	112
57	65.2	68.7	76	80.8	85.9	91.4	97.13	114

## PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.958	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

## HEIGHTS AND THICKNESSES

	Inch		Inch
Type high.....	0.918	Height of regular metal furniture.....	0.768
Height of sectional blocks and bases for regular 11-point plates.....	.759	1-point is.....	.01383
Regular 11-point plates.....	.159	2-point is.....	.0277
Regular 16-gage zinc or copper plates.....	.065	3-point is.....	.0415
Height of bases for regular 16-gage zinc and copper plates.....	.853	6-point is.....	.083
Backing for zinc or copper to make 11 points for patent blocks.....	.094	8-point is.....	.1107
Height of regular leads and slugs.....	.763	10-point is.....	.1383
Height of high leads and slugs.....	.853	12-point is.....	.166
		Ludlow slug height.....	.768
		Monotype quad height.....	.768

## STANDARD SET MEASUREMENTS

[In this table  $\frac{1}{4}$  em equals 4 units]

	6	9	10½	12	10	11
<b>Full measure:</b>						
Bill.....	<sup>2</sup> 60¾1	40½	34½4	30 7	36½2	33 3
Census.....	85½2	57	48½6	42½4	51 6	46½2
Court decisions.....	46½2	31	26½1	23 4	27½7	25 6
Document.....	53	35 6	30 5	26½2	31½5	28½7
Law.....	<sup>2</sup> 43¾1	29 3	25	21½7	26 5	23½7
Sidenotes.....	<sup>2</sup> 8¾1	5½6	5	4 7	5 5	4½5
Tide Tables, Specifications, Gazette, and Nautical Almanac.....	69½2	46 6	39½4	34½4	41½4	37½7
Professional Papers.....	<sup>3</sup> 64 2	42½4	36½3	32 1	38½2	34½8
Quarto and enrolled bill.....	73½4	48½6	41½6	36½2	43½8	39½8
Record (page width) <sup>a</sup> .....	<sup>3</sup> 85¾2	57 4	49 1	42½7	51½2	46½5
Record (column width) <sup>a</sup> .....	42½4	28 3	24 2	21 2	25 6	23
Revised Statutes.....	65	43 6	37 2	32½2	39	35 8
Sidenotes.....	<sup>3</sup> 11½2	7½4	6½2	5½5	7	6 6
<b>Half measure:</b>						
Bill.....	29½4	19½2	16½4	14½2	17½1	15½8
Census.....	<sup>3</sup> 41½2	27½4	23½5	20½5	25	22½3
Court decisions.....	<sup>3</sup> 22½2	15 1	12½7	11 5	13½1	12 6
Document.....	<sup>4</sup> 25½3	17 2	14½3	12½6	15 7	14
Law.....	<sup>2</sup> 21½1	14 3	12 3	10½3	12½5	11½2
Gazette and Specifications.....	<sup>3</sup> 34 2	22½4	19½2	17 1	20 8	18½2
Professional Papers.....	<sup>3</sup> 31½2	20½7	17½7	15½3	18½5	17 2
Quarto and bill indorsement.....	36	24	20½1	18	21½2	19½2
Revised Statutes.....	<sup>3</sup> 31½2	21 4	18 3	15½8	19 2	17 6
<b>Third measure:</b>						
Census.....	<sup>4</sup> 27½3	18 5	15½3	13½3	16 8	14½8
Document.....	<sup>3</sup> 16¾2	11 4	9½2	8 7	10 2	9 3
Quarto.....	<sup>3</sup> 23½2	15½4	13½2	11½5	14 3	12½7
Revised Statutes.....	<sup>4</sup> 20½3	13½8	11½8	10 8	12½1	11 7
<b>Two-thirds measure:</b>						
Census.....	56½2	37½3	32 5	28 4	33½7	30½6
<b>Broad measure:</b>						
Census.....	112	74½3	64	56	67 4	61 1
Court decisions.....	81½4	54 3	46 7	40½2	48½5	44 5
Document.....	90	60	51 7	45	54	49 1
Law.....	79½2	53	45 6	39½4	47½4	43 6
Professional Papers.....	91½2	61	52 5	45½4	54½7	49½7
Quarto and bill.....	106	70½3	60½1	53	63½2	57½5
Revised Statutes.....	100	66½3	57 2	50	60	54½1
Record (page depth).....	114	76	65 2	57	68 7	62 3
<b>Postal Bulletin measure:</b>						
1 column.....	<sup>3</sup> 24 2	16 2	13½5	12 1	14½2	13 3
2 columns.....	49½4	32½5	28 2	24½2	29½1	26½6
3 columns.....	<sup>3</sup> 74½2	49½1	42 7	37 3	44½2	40½2
4 columns.....	99½2	66 6	56½6	49½4	59½4	54 4

<sup>a</sup> Record tables, 86¼ page width, and 42½ for column width—for Congressional Record only.

Superior figures indicate number of thicknesses of keyboard paper to be added to measure on caster.

The measure on the spool slip is always the 6-set measure, but operators must remember that the set scale in use governs the measure to which the keyboard should be set.

## NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Sizes of type	Number of words		Number of ems	Sizes of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14-point.....	11	8	26½2	8-point.....	32	23	81
12-point.....	14	11	36	6-point.....	47	34	144
11-point.....	17	14	43	5-point.....	69	50	207
10-point.....	21	16	52				





Plant  
Names

Counties

Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index



# PLANT NAMES

Standardized Plant Names (published by the American Joint Committee on Horticultural Nomenclature) has been adopted by the Government Printing Office as the standard authority for capitalization, compounding, and spelling of the common names of plants, and that authority will be followed hereafter. A list of all plant names in Standardized Plant Names which are at variance with usual dictionary forms follows.

## A

Aaronsbeard  
addersmouth  
adderstongue  
adzuki  
African-violet  
airpotato  
alfileria  
alkali-grass  
alligatorweed  
allthorn  
alpencress  
alpine-azalea  
Amazonlily  
Amazonvine  
amuletplant  
anatto-tree  
anchorplant  
angel-trumpet  
anisetree  
antelope-brush  
Apache-plume  
apple-of-Peru  
Arab-primrose  
arar-tree  
arborvitae  
arrow-arum  
arrowgrass  
arrowweed  
ashleaf  
asparagus-bean  
atamasco-lily  
Australian-pea  
autumn-crocus  
avalanche-lily  
awl-leaf

## B

baby-blue-eyes  
babysbreath  
babytears  
bagseed  
baldcypress  
bald-hip  
ballfern  
ballflower  
ballmustard  
balloonflower  
balloonvine  
balm-of-Gilead  
balsamapple  
balsam-of-Peru  
balsam-pear  
balsamroot  
banana-shrub  
Barbados-cherry  
barestem  
barrenground  
barren-strawberry  
basketflower  
bastard box  
beachgrass  
beadplant

beadtree  
beamtree  
beardgrass  
beargrass  
bearcabbage  
bearmat  
bearstail  
beautyberry  
beautybush  
beavertail  
beebalm  
beechfern  
bee-sage  
beetree  
beggarticks  
belladonna-lily  
bellyvine  
bentgrass  
bentleaf  
bigberry  
bigbush  
bigcone-spruce  
bigflower  
bigfruit  
bigleaf  
bigmoon  
bigroot  
bigseed  
bigstem  
bigtooth  
birchberry  
bird-in-the-bush  
bird-of-paradise-flower  
birdpepper  
birdseye  
birdsfoot  
birdsnest  
bishops cap  
bishopshood  
bitleaf  
bitterbrush  
bittercress  
bittervetch  
blackbead  
blackberry-lily  
blackbox  
black-bryony  
blackbrush  
blackbud  
black-eyed-susan  
blackfoot  
blackhaw  
blackjoint  
blacklaurel  
blackpurple  
blackseed  
blackspot  
blackstem  
black-salsify  
bladderfern  
bladderhut  
bladderpod  
bladder-senna  
bladeapple  
blanketflower

blazing-star  
bleedingheart  
blistercress  
bloodleaf  
bloodlily  
bloodred  
bloodtwig  
bloodvein  
bloodweed  
blowwives  
blueback  
bluebead  
bluebeard  
bluebell-creeper  
bluebells  
blueblossom  
bluebrush  
bluebunch  
bluecrown  
bluecurls  
bluedicks  
blue-eyed-grass  
blue-eyed-mary  
blueflag  
bluegrass  
bluegreen  
bluejoint  
blueleaf  
bluelips  
blueridge (adj.)  
bluestar  
bluestem  
bluetop  
bluewood  
bluntleaf  
bogbean  
bog-orchid  
bog-rosemary  
bonytip  
bottlebrush  
bottletree  
bouncing-bet  
bowmansroot  
bowstring-hemp  
boxelder  
boxleaf  
brassbuttons  
Brazilian-cherry  
breadgrass  
breadroot  
brickellbush  
brickred  
bridal-veil  
bridalwreath  
Brisbane-box  
bristlecone  
bristleleaf  
bristletooth  
brittlebush  
broadbean  
broadleaf  
brome grass  
bronzebells  
bronzeflower  
brookgrass

broomcorn  
broom-crowberry  
broomrape  
broomsedge  
brown-eyed  
brown-eyed-susan  
Browns (lily, etc.)  
brownstain  
brownstem  
brush-cherry  
brushtip  
buckbeard  
buckwheatbrush  
buckwheat-vine  
buffaloberry  
buffalo-bur  
buglelily  
bugseed  
bullhorn  
bullnettle  
bunchleaf  
bur-clover  
bur-forget-me-not  
bur-marigold  
burningbush  
burnweed  
burrobrush  
bur-sage  
bur-snakeroot  
bushclover  
bush-honeysuckle  
bushmint  
bushpepper  
bushpoppy  
butchersbroom  
butter-and-eggs  
butterflybush  
butterflyflower  
butterfly-pea  
butterflyweed  
buttonclover  
button-snakeroot  
buttonweed

## C

cajuput-tree  
calabash-tree  
calaba-tree  
calamondin  
calicoflower  
California-laurel  
California-nutmeg  
California-poppy  
camelthorn  
camphor-tree  
canarybalm  
candlenut-tree  
candletree  
canistel  
canterbury-bells  
canyon-poppy  
Cape-cowslip  
Cape-gooseberry  
Cape-honeysuckle



Cape-jasmine  
Cape-marigold  
Cape-pondweed  
Cape-weddingflower  
cardinalflower  
carelessweed  
Carolina-jessamine  
Carolina-vanilla  
carrionflower  
carrotleaf  
casabanana  
cassia bark-tree  
cassia flower-tree  
castor-aralia  
castor-bean  
catchfly-gentian  
catchweed  
catclaw  
catjang-pea  
cats-ear  
cattail  
cavenia  
celandine-poppy  
centuryplant  
chainfern  
chalice-vine  
chalkleaf  
chamaedrys  
chaste-tree  
checkerbloom  
cherryblossom  
cherry-laurel  
cherry-orange  
cherrystone  
chickpea  
Childs (gladiolus, etc.)  
Chile-ageratum  
Chile-bells  
Chile-guava  
Chile-jasmine  
Chile-nettle  
Chiloe (strawberry, etc.)  
China-aster  
China-fir  
China-laurel  
Chinese-houses  
Chinese-poppy  
Christeye  
Christ-thorn  
Christmasberry  
Christmas-rose  
cigarbox-cedar  
cigarflower  
cinnamon-vine  
clammyweed  
clawfern  
cliffbrake  
cliffbush  
cliffily  
cliffrose  
cloakfern  
clockvine  
cloth-of-gold  
cloudgrass  
cloven-lip  
clovetree  
clubleaf  
clubmoss  
cluster-amaryllis  
clusterlily  
cobblethumb  
cocaine-tree  
cockscomb-yam  
cocks-eggs  
coco-plum  
coffertree  
combleaf  
combeed  
compassplant  
confederate-jasmine  
coolwort  
coontail  
cootamundra  
copperleaf  
coppertip  
coralbean  
coralbell  
coralblow  
coralbush  
coraldrops

coraltree  
cordgrass  
corkbark  
corktree  
corkwing  
corncockle  
cornelian-cherry  
corn-marigold  
cornsalad  
cotton-sedge  
cottonthistle  
cottonweed  
coventry-bells  
cowcockle  
cow-parsley  
cow-parsnip  
crabgrass  
cradle-orchid  
cranberrybush  
cranberry-gourd  
crape-jasmine  
crapemyrtle  
crazyweed  
creepersleaf  
creepingdevil  
creosotebush  
cressleaf  
Cretan-mullein  
cricketbat (adj.)  
crimsoncup  
crimson-eye  
crimson-flag  
crocus (adj.)  
crossleaf  
crossvine  
cottonbush  
cottonweed  
crownbeard  
crown-daisy  
crown-imperial  
crownvetch  
crowpoison  
crystal-tea  
cubeseed  
cuckooflower  
cucumber-root  
cucumbertree  
culvers-physic  
cupfern  
cupgrass  
cupids-dart  
cupleaf  
curlleaf  
curlycup  
curlyleaf  
currantweed  
curveleaf  
custard-apple  
cutcollar  
cutgrass  
cutleaf  
cypress-pine  
cypressvine

## D

daisybush  
daisytree  
Dallis (grass, etc.)  
dames (rocket, etc.)  
dammar-pine  
danesblood  
darkeye  
dasheen  
dateplum  
datil  
dawnflower  
dawnrose  
dayglow  
daylily  
deadnettle  
deathcamas  
deerfern  
deergrass  
deervetch  
desertbeauty  
desertcandle  
desertholly  
desertlily  
desertprimrose

desertwillow  
devilsclub  
devils-pincushion  
devilstongue  
devils-walkingstick  
diamondflower  
diamondleaf  
Diels (cotoneaster, etc.)  
dimplecone  
dingleberry  
ditch-sunflower  
dogbrier  
dogfennel  
dogtail  
dogweed  
doublefile  
doubleflowering  
doubleray  
dovefoot  
dovetree  
dracena  
dragonroot  
dragontree  
dryland (adj.)  
duckfern  
duncecap  
dunegrass  
dusty-miller  
dutchmans-breeches  
dutchmans-pipe  
dwarf-dandelion

## E

eardrops  
Easterbells  
Eca (rose, etc.)  
eggleaf  
elderleaf  
elephanthead  
elkslip  
elmleaf  
empresstree  
epaulette-tree  
evening-primrose  
evening-star  
evergold  
evergreen-grape

## F

fairybells  
fairywand  
fall-daffodil  
fall-dandelion  
false-arborvitae  
false-azalea  
false-camomile  
false-carrot  
false-dragonhead  
falseflax  
false-hellebore  
false-indigo  
false-mesquite  
false-olive  
false-spirea  
false-tamarix  
false-yarrow  
fanscale  
farewell-to-spring  
featherfleece  
feathergrass  
feather-hyacinth  
featherleaf  
featherpetal  
feltfern  
feltleaf  
fendlerbush  
fennelflower  
fennelleaf  
fernspray  
feterita  
feverfew-camomile  
fiddleleaf  
fieldcress  
fieldmadder  
figmarigold  
finetooth  
fingergrass  
fingerleaf

firemoss  
firepink  
firethorn  
fiveblade  
fivecoil  
fivefinger  
fiveleaf  
fivestem  
flamepoppy  
flame-ray  
flametree  
flamingoflower  
fannelbush  
flatpod  
flat-sedge  
flaxflower  
flaxleaf  
flaxlily  
fleeceflower  
fleecevine  
flixweed  
floatingheart  
floss-silk-tree  
flowerfence  
flowering-rush  
flower-of-Jove  
fluffweed  
fourcolor  
fourseed  
fourstamen  
fourwing  
foxgrass  
Franciscan-nightshade  
fringebell  
fringeleaf  
fringe-orchid  
fringetree  
fullers (teasel)  
fullmoon

## G

gamagrass  
garambullo  
garlicbush  
gasplant  
gayfeather  
geiger-tree  
ghostpipe  
giantfennel  
giantgroundsel  
giltedge  
gingerlily  
glacierlily  
glandleaf  
globe-amaranth  
globe-cone  
globedaisy  
globemallow  
globethistle  
globe-tulip  
gloriosa  
glorybower  
glorybush  
gloryflower  
glorylily  
gloryvine  
goatgrass  
goatsrue  
goldband  
goldbeard  
goldblotch  
golddust  
goldedge  
golden-aster  
goldenball  
goldenbeard  
goldenbowl  
goldchain  
goldenclub  
goldencup  
golden-eyed-grass  
goldenfeather  
goldenfleece  
goldenglow  
goldenlarch  
goldenleaf  
goldenmoon  
goldenplume  
goldenrain-tree

golden-shower  
goldenstar  
goldentop  
goldentuft  
goldentwig  
goldenwave  
goldenweed  
goldenyellow  
goldeye-grass  
goldfern  
goldfields  
goldflower  
goldhair  
Goldie (fern, etc.)  
goldleaf  
goldmoss  
goldspot  
goldstripe  
goldtip  
goldtwig  
goldvein  
good-King-Henry  
goosegrass  
grains-of-paradise  
grapefern  
grape-hyacinth  
grapeleaf  
grassleaf  
grass-pink  
grasswidow  
graybark  
graybox  
grayleaf  
Grays (lily, etc.)  
greasebush  
Greek-valerian  
greenberry  
green-ebony  
greenfire  
greenleaf  
green-net  
greenscale  
greensides  
greenstem  
greenthread  
greentwig  
greenvein  
groundcedar  
groundcherry  
ground-ivy  
groundpine  
groundselbush  
groundsmoke  
guamachil  
guavaberry  
Guiana-chestnut  
gum-myrtle  
gumplant  
guttapercha

## H

hairgrass  
hairyhead  
hairyleaf  
halfhigh  
halfmoon  
halfskirt  
handleaf  
hardshell  
hardyleaf  
hares-ear-mustard  
haretail  
hartstongue  
hawksbeard  
heartpetal  
hedgohog-coneflower  
hedgemustard  
Hercules-club  
heronbill  
Hicks (yew, etc.)  
highbush (adj.)  
Himalaya-berry  
Himalaya-honeysuckle  
Hinds (walnut, etc.)  
hoppeanut  
hollowstem  
hollyaster  
hollyfern  
hollygrape

hollyleaf  
honeybell  
honeybush  
honeylocust  
hopbush  
hophornbeam  
hop-sage  
hop-tree  
hornbrush  
hornpoppy  
horsebalm  
horsebean  
horsebrush  
horsechestnut  
horsegentian  
horsetail  
horseradish  
horseradish-tree  
horsetail-tree  
horseweed  
houndstongue  
house-amaryllis  
hummingbird-trumpet  
hyacinth-bean  
hydrangea-vine

## I

iceplant  
ilama  
India-almond  
India-elm  
India-hawthorn  
India-mulberry  
Indianfig  
Indian-physic  
Indianpipe  
Indianroot  
Indian-tobacco  
Indian-warrior  
Indianwheat  
Indigobush  
irisleaf  
iron-tree  
itchborage  
ivy-arum  
ivy-gourd  
ivy-leaf

## J

jaburan  
jackbean  
jackfrost  
jackfruit  
Jacobs-rod  
jambolan-plum  
Jersey-tea  
Jerusalem-artichoke  
Jerusalem-cherry  
Jerusalem-oak  
Jerusalem-sage  
Jerusalem-thorn  
jetbead  
jewelvine  
jimmyweed  
jimsonweed  
jobs-tears  
joe-pye-weed  
jointfir  
jointvetch  
Josephs-coat  
Joshua-tree  
Judas-tree  
jumpseed  
junegrass  
jungle-rice  
jupitersbeard

## K

kafirilly  
kafircorn  
karanda  
karo  
Kartaba (iris, etc.)  
kasumi (cherry, etc.)  
katsura-tree  
kauri-pine  
kei-apple

kidneyleaf  
kidneyvetch  
kidneywood  
kittentails  
kohlrabi  
kolomikta  
kousa  
kudzu-bean  
kwanso (daylily, etc.)  
Kyushu (azalea, etc.)

## L

Labrador-tea  
laceflower  
lacquer-tree  
ladies-tresses  
ladybell  
lady'slipper  
lady'smantle  
ladysthumb  
lamb'squarters  
lanceleaf  
largetooth  
latticeleaf  
lavender-cotton  
lawngrass  
leadplant  
leatherflower  
leatherweed  
lemon-verbena  
leopardbane  
leopardplant  
letterflower  
lignumvitae  
lilybasket  
lily-of-the-valley  
lilythorn  
limeberry  
limequat  
lions-ear  
lipfern  
littleleaf  
little-pickles  
littleseed  
littletree  
liveforever  
liver-balsam  
living-rock  
lizardtail  
loblolly-bay  
locoweed  
London-pride  
longbarb  
longcluster  
longleaf  
longlip  
Longs (grape, etc.)  
longspine  
longstalk  
longtube  
lookingglass  
lords-and-ladies  
lovegrass  
loveroot  
lowbush (adj.)  
lyonshrub

## M

Madden-cherry  
Madeira-bay  
Madeira-vine  
Magdalena (mockorange, etc.)  
mahala-mats  
maiden-cane  
maiden-grass  
maidenhair-tree  
Malabar-nut  
Malabar-plum  
Malayapple  
malu-creeper  
mame (cherry, etc.)  
mandacaru  
Mangles (everlasting, etc.)  
mannagrass  
mapleleaf  
maplewort

maretail  
Mardin (iris, etc.)  
Maries (fir, etc.)  
marshcress  
marsh-elder  
marshfern  
marshmallow  
marshmarigold  
Martens (selaginella, etc.)  
Mascarene (grass, etc.)  
matilija-poppy  
matrimony-vine  
mayapple  
mayflower  
Mays (brake, etc.)  
mayten  
meadowbeauty  
meadowfoam  
meadowrue  
mealycup  
mealymat  
Meiwa  
melicgrass  
Menzies (spirea, etc.)  
merrybells  
mesalbean  
Mexican-buckeye  
Mexican-clover  
Mexican-orange  
Mexican-star  
Mexican-tea  
Michaelmas-daisy  
milkbane  
milkthistle  
milkvetch  
milkvine  
milo  
mistmaiden  
miyama  
mock-cucumber  
mockorange  
mock-strawberry  
moleroot  
Molucca-balm  
mombin  
momi  
monkeycomb  
monkeyflower  
monkeypuzzle  
monkshood-vine  
monreale  
moonpod  
Moore (agapanthus, etc.)  
moraea  
moso  
mosquito-trap  
mossheath  
mossycup  
moth-orchid  
moundlily  
mountain-ash  
mountain-bluet  
mountain-dandelion  
mountainheath  
mountain-holly  
mountain-laurel  
mountain-lilac  
mountain-mahogany  
mountain-mint  
mouse-ear  
mouseleaf  
Moyes (rose, etc.)  
mudbank  
mundi-root  
Mupin (cotton-easter, etc.)  
muskgrass  
muskphlox  
muskplant  
myrtleleaf

## N

Narbonne (flax, etc.)  
narihira  
narrowleaf  
Natal-ebony  
navelseed  
necklace-tree

needle-and-thread  
needlegrass  
negundo  
netpod  
netvein  
nightblooming  
nightjasmine  
nightphlox  
nimblewill  
nineleaf  
ningala  
Nippon-bells  
rodfuit  
notchleaf  
nutgrass

## O

oakfern  
oakleaf  
oatgrass  
oceanspray  
Oconee-bells  
ohelo  
oilnut  
oldman (adj.)  
oliveleaf  
one-flower  
one-spike  
oniongrass  
orangecup  
orange-eye  
orange-jasmine  
orange-rose  
organpipe  
orobus  
Osage-orange  
otaksa  
owllover  
ontongue  
oysterplant

## P

painted-cup  
palafoxia  
paleleaf  
palesseed  
palma dulce  
palmgrass  
paloblanco  
paloverde  
pampasgrass  
pansy-orchid  
paperbark  
paperflower  
paper-mulberry  
papertree  
parasoltree  
parrotfeather  
Parsons (arborvitae, etc.)  
partridgeberry  
partridgefoot  
partridge-pea  
pasqueflower  
passionflower  
peabush  
peachbrush  
peachleaf  
pear-hip  
pearleaf  
pearlstripe  
pea-shrub  
peatpink  
pea-tree  
peegee  
pelicanflower  
pennyleaf  
peppertree  
peppervine  
pheasanteye  
philibertia  
phillyrea  
picklebush  
pickerelweed  
pigeonpea  
pinebarren  
pinegrass  
pinemat

pinewoods (adj.)  
pinkbells  
pinkedge  
pinkscale  
pinkshell  
pink-shower  
pinkstar  
pinkstem  
pinkstripe  
pinkwax  
pinpoint  
pinxterbloom  
pincherplant  
planetree  
plantainleaf  
plantainlily  
plumegrass  
plumepoppy  
plumeseed  
plumleaf  
plum-pine  
plum-yew  
podfern  
poets (narcissus, etc.)  
pointleaf  
pointvetch  
poisonbean  
poisonhemlock  
poison-ivy  
poison-oak  
poisonvetch  
pond-apple  
pondcypress  
ponyfoot  
poor-robins-plantain  
poppy-mallow  
portia tree  
Portugal-laurel  
possumhaw  
potatobean  
Potts (tritonias, etc.)  
prairieclover  
prairiegentian  
prairiemallow  
prairie-smoke  
prickleleaf  
pricklegrass  
pricklepoppy  
prickly-ash  
pricklypear  
prickly-thrift  
pride-of-Madeira  
primrose-willow  
princesfeather  
princesplume  
ptarmiganberry  
puncturevine  
purplebell  
purplecane  
purplecone  
purplecup  
purple-eye  
purple-lady  
purpleleaf  
purplenet  
purplespot  
purplestem  
purplestripe  
purpletop  
purplewreath  
pussy-ears  
pussypaws  
pussytoes

## Q

quackgrass  
quakerladies  
Queen-Annes-lace  
queencup  
queen-of-the-night  
Queensland-nut  
quickweed  
quill-leaf

## R

rabbitbean  
rabbitbrush

rabbiteye  
rabbitfoot  
rabbittail  
ragged-robin  
rainlily  
raintree  
raisintree  
ramshead  
Rangoon-creeper  
rattail  
rattlepod  
rattlesnake-plantain  
rattlesnake-root  
redbay  
redbead  
redberry  
redbox  
red-devil  
redflesh  
redflowering  
redhelmet  
redleaf  
redmaids  
red-osier  
redpepper  
redrim  
redroot  
redscale  
redseed  
redshanks  
redshoot  
redspot  
redspray  
redspur  
redstem  
redtip  
redtwig  
redwool  
redvein  
red - white - and - blue-  
flower  
reedgrass  
Reeves (spirea, etc.)  
resurrectionplant  
ribbonbush  
ribgrass  
riceflower  
ricegrass  
ricepaper-plant  
riceroot  
ringleaf  
ripgut  
rippleseed  
riverbank  
Rivers (beech, etc.)  
rockbeauty  
rockbell  
rockbrake  
rockcress  
rockjasmine  
rockmat  
rockpurslane  
rockspirea  
rockspray  
rookspine  
rosa-de-montana  
rosarybean  
rosary-pea  
rose-acacia  
rosegay  
rosegentian  
roseleaf  
rosemallow  
rosemyle  
rose-of-heaven  
rose-of-Jericho  
rosepink  
rose-ring  
rouge-plant  
roughleaf  
roughseed  
roundbud  
round-eared  
roundleaf  
roundlobe  
roundroot  
roundtop  
rubbertree  
rubbervine

rubberweed  
runningpine  
Russian-olive  
Russian-thistle  
ryegrass

## S

sacred-lily  
salad-rocket  
saltcedar  
saltgrass  
saltmarsh  
saltmeadow  
salt-tree  
sandbar  
sandboxtree  
sandbur  
sandgrass  
sandheath  
sandhill  
sandmint  
sandmyrtle  
sandreeds  
sandroot  
sandverbena  
sappan  
sapsuck-bush  
saskatoon  
satingrass  
satinpoppy  
sawfern  
sawleaf  
sawpetal  
sawtooth  
Scarboro-lily  
scarlet-bugler  
scarletbush  
scarletfunnel  
scarletplume  
scholartree  
scorpion-senna  
scouring-rush  
screwbean  
screwpine  
screwpod  
scurvygrass  
sea-buckthorn  
seagrape  
seaholly  
seakale  
sea-lavender  
sea-onion  
seaplum  
sea-urchin  
seepweed  
seepwillow  
sego-lily  
selfheal  
Seneca-snakeroot  
senna-pea  
sensitive-pea  
sensitiveplant  
serpentroot  
servicetree  
sevenleaf  
sevenlobe  
sevenstars  
shadblow  
shadscale  
shallowcup  
sharpleaf  
sharplobe  
sharp scale  
shellflower  
shepherds-purse  
shineleaf  
shootingstar  
shortbeak  
shortcluster  
shorthair  
shortspine  
shrub-althea  
sicklehorn  
sidebells  
side-oats  
silkflower  
silk-oak



silktassel  
 silktassel-bush  
 silktree  
 silkvine  
 silkyleaf  
 silverbell  
 silverdust  
 silveredge  
 silverleaf  
 silverline  
 silvermargin  
 silvernerve  
 silverplume  
 silverpurple  
 silverstar  
 silvervein  
 singhara-nut  
 singleleaf  
 sixweeks  
 skeletonflower  
 skeletonleaf  
 skeletonplant  
 skeletonweed  
 skunkcabbage  
 skunkleaf  
 skunkweed  
 skyblue  
 sky-drop  
 skyflower  
 sloughgrass  
 Smalls (pentstemon, etc.)  
 smokebush  
 smoketree  
 smoothbark  
 smoothleaf  
 smutgrass  
 snailclover  
 snailseed  
 snakebeard  
 snakegourd  
 snowbell  
 snowbrush  
 snowcloud  
 snowgarland  
 snowhill  
 snowplant  
 snowpoppy  
 snow-wreath  
 soapbloom  
 soaproot  
 soaptree  
 soapweed  
 softleaf  
 solanberry  
 Solomonseal  
 sourclover  
 southernplume  
 southistle  
 soybean  
 Spanish-bayonet  
 Spanish-dagger  
 Spanish-moss  
 Spanish-needles  
 spatterdock  
 spearlily  
 spectacle-pod  
 spiderleaf  
 spiderlily  
 spider-orchid  
 spiderweb  
 spikegrass  
 spikeheath  
 spikesedge  
 spindleroot  
 spine-date  
 spinemallow  
 spongegourd  
 spoonleaf  
 sprangletop  
 springbeauty  
 sproutingleaf  
 spurge-nettle  
 spurge-olive  
 spur-valerian  
 squareleaf  
 squarepod  
 squaw-apple  
 squawcarpet  
 squirrelcorn  
 squirreltail

squirting-cucumber  
 St. Augustine (grass, etc.)  
 St. Bernardlily  
 St. Brunolily  
 St. Jameslily  
 St. Johns (coontie, etc.)  
 St. Johnswort  
 St. Thomas tree  
 star-apple  
 star-bur  
 starflower  
 starglory  
 star-gooseberry  
 stargrass  
 starjasmine  
 starleaf  
 starlily  
 star-thistle  
 steershead  
 stickleaf  
 stickseed  
 stiffleaf  
 stiffstem  
 stinginglily  
 stinkgrass  
 stonecress  
 stonemint  
 storksbill  
 straightstem  
 strapfern  
 strawberry-blite  
 strawberry-tree  
 strawberryweed  
 strawflower  
 sugar-apple  
 sugarcane  
 sugar-root  
 summer-cypress  
 summer-fir  
 summer-hyacinth  
 summersweet  
 sumpweed  
 sunn-hemp  
 sunray  
 sunrose  
 supplejack  
 Surinam-cherry  
 swampeandle  
 swamp-pink  
 swamp-privet  
 swan-orchid  
 sweetbay  
 sweetbells  
 sweet-calabash  
 sweetclover  
 sweetfern  
 sweetflag  
 sweetgale  
 sweetgrass  
 sweetgum  
 sweetpotato  
 sweetshrub  
 sweetspire  
 sweet-sultan  
 sweetvetch  
 sweet-william  
 switchgrass  
 swordbean  
 swordfern  
 swordleaf  
 Syrian-privet

T  
 tabletop (adj.)  
 tailgrape  
 tallowtree  
 tanglehead  
 tanoak  
 tansybush  
 tansymustard  
 tarbush  
 tarflower  
 tarweed  
 tasselflower  
 tasseltree  
 tealeaf  
 tea-olive  
 Teas (catalpa, etc.)

teaselgourd  
 tea-tree  
 telegraph-plant  
 Tennessee-indigo  
 tequila  
 Texasplume  
 thickspike  
 thinleaf  
 thintail  
 threadleaf  
 threadstalk  
 three-awn  
 threecoil  
 threecolor  
 threeflower  
 threeleaf  
 threelobe  
 three-seed  
 threespine  
 threetip  
 thymeleaf  
 tickclover  
 tigerflower  
 tigertail  
 timberline  
 tipu-tree  
 toadlily  
 tobira  
 tomatillo  
 tonka-bean  
 torchlily  
 totingo  
 towelgourd  
 trailing-arbutus  
 travelers-joy  
 travelers-tree  
 treacle-mustard  
 treebine  
 treefern  
 treemallow  
 treepoppy  
 tree-spirea  
 tree-tomato  
 troutlily  
 truedwarf (box)  
 truetree (box)  
 trumpetbush  
 trumpetcreeper  
 trumpetflower  
 trumpetleaf  
 tuftroot  
 tuliptree  
 tumblegrass  
 tumblemustard  
 tung-oil tree  
 tunicflower  
 turkeymullein  
 turkeysbeard  
 turkscap  
 Turks-rug  
 turnip-chervil  
 twinbloom  
 twinpod  
 twinspur  
 twist-arum  
 twistedstalk  
 twistflower  
 twistleaf  
 twocolor  
 two-groove  
 two-row  
 two-wing

U  
 udo  
 umbrellaleaf  
 umbrella-pine  
 umbrella-sedge  
 umbrella-tree  
 undergreen  
 unicornplant  
 V  
 valley-mahogany  
 Vanhoutte (elm, etc.)  
 vanillaleaf  
 vegetable-oyster  
 velvetbean

velvetpod  
 Venusbutton  
 vetchleaf  
 vi-apple  
 vineleaf  
 vinespinach  
 violetbush  
 virgins-bower  
 W  
 wakerobin  
 walkingstick  
 wallcress  
 wandering-jew  
 wandflower  
 waterchestnut  
 waterclover  
 watercreeper  
 water-elm  
 waterfern  
 waterhemlock  
 waterhemp  
 water-hyacinth  
 waterlemon  
 waterlettuce  
 waterlily  
 waterlocust  
 waternut  
 waterparsnip  
 waterpepper  
 waterplantain  
 waterpoppy  
 watershield  
 watershrub  
 water-snowflake  
 watersoldier  
 waterstar  
 waterweed  
 waterwillow  
 wavyleaf  
 waxgourd  
 waxmallow  
 waxmyrtle  
 waxplant  
 wayfaring-tree  
 waxfern  
 weakleaf  
 weavers-broom  
 weddingflower  
 wedgeleaf  
 wedgescale  
 Welshpoppy  
 wheatgrass  
 whiproot  
 whiskgrass  
 whisperringbells  
 whitebud  
 whitecup  
 white-edge  
 white-eye  
 white-ironwood  
 whiteleaf  
 whitemat  
 white-sapote  
 whitespike  
 whitespot  
 whitestem  
 whitestripe  
 whitethorn  
 whitetop  
 whitlowgrass  
 whortleleaf  
 wigeongrass  
 wildbergamot  
 wildcelery  
 wildginger  
 wildgoose  
 wild-indigo  
 wildrice  
 wild-rye  
 wildthyme (adj.)  
 willowleaf  
 wineleaf  
 wingleaf  
 wingnut  
 winter-aconite  
 wintercreeper  
 wintercress  
 winterfat



winterhazel  
wintersweet  
wirelettuce  
wirestem  
wirevine  
wireweed  
witchgrass  
witchbane  
wolfberry  
wolftail  
woodbetony  
woodfern  
wood-gossip  
woodnymph

woodrush  
Woods (rose, etc.)  
woodsorrel  
woollybutt  
woollyhead  
woollypod  
woolwitch  
wormleaf  
wrinkleleaf

## Y

yamleaf  
yangtao  
yate-tree

yeddo-hawthorn  
yellowband  
yellowbeard  
yellowbell  
yellowberry  
yellowcress  
yellowedge  
yelloweye  
yellow-eyed-grass  
yellowflag  
yellowflax  
yellowfruit  
yellowleaf  
yellownet

yellow-oleander  
yellowspot  
yellowstripe  
yellowtip  
yellowvein  
yerba-buena  
yerba-del-venado  
yerba-santa  
yewleaf  
Youngs (cypress, etc.)

## Z

zephyrlily

Counties

Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index



# COUNTIES

Note the orthography of names of the following counties:

Allegany in Maryland and New York	Huntington in Indiana
Alleghany in North Carolina and Virginia	Johnston in North Carolina and Oklahoma; all others Johnson
Allegheny in Pennsylvania	Kanabec in Minnesota
Andrew in Missouri	Kennebec in Maine
Andrews in Texas	Kearney in Nebraska
Aransas in Texas	Kearny in Kansas
Arkansas in Arkansas	Lawrence in all States
Barber in Kansas	Linn in Iowa, Kansas, Missouri, and Oregon
Barbour in Alabama and West Virginia	Lynn in Texas
Brevard in Florida	Loudon in Tennessee
Broward in Florida	Loudoun in Virginia
Brooke in West Virginia	Manatee in Florida
Brooks in Georgia and Texas	Manistee in Michigan
Brown in all States	Merced in California; Mercer elsewhere
Bulloch in Georgia	Morton both in Kansas
Bullock in Alabama	Norton both in Kansas
Burnet in Texas	Muscogee in Georgia
Burnett in Wisconsin	Muskogee in Oklahoma
Cheboygan in Michigan; Sheboygan in Wisconsin	Park in Colorado and Montana
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark	Parke in Indiana
Coffee in Alabama, Georgia, and Tennessee	Pottawatomie in Kansas and Oklahoma
Coffey in Kansas	Pottawattamie in Iowa
Coal in Oklahoma	Sanders in Montana
Cole in Missouri	Saunders in Nebraska
Coles in Illinois	Smyth in Virginia; all others Smith
Cook in Illinois and Minnesota	Stafford in Virginia
Cooke in Texas	Stratford in New Hampshire
Davidson in North Carolina and Tennessee	Stanley in South Dakota
Davison in South Dakota	Stanly in North Carolina
Davie in North Carolina	Stark in Illinois, North Dakota, and Ohio
Davies in Indiana, Kentucky, and Missouri	Starke in Indiana
Davis in Iowa and Utah	Stephens in Georgia, Oklahoma, and Texas
Dickenson in Virginia	Stevens in Kansas, Minnesota, and Washington
Dickinson in Iowa, Kansas, and Michigan	Storey in Nevada
Dickson in Tennessee	Story in Iowa
Douglas in all States	Terrell in Georgia and Texas
Forrest in Mississippi; Forest in others	Tyrell in North Carolina
Glascock in Georgia	Toole in Utah
Glenn in Kentucky and Wisconsin; all others Greene	Toole in Montana
Harford in Maryland	Vermillion in Indiana; all others Vermilion
Hartford in Connecticut	Woods in Oklahoma; all others Wood
Huntingdon in Pennsylvania	Wyandot in Ohio
	Wyandotte in Kansas

## ALABAMA

Autauga	Clarke	Escambia	Lee	Pike
Baldwin	Clay	Etowah	Limestone	Randolph
Barbour	Cleburne	Fayette	Lowndes	Russell
Bibb	Colbert	Franklin	Macon	St. Clair
Blount	Concehuh	Geneva	Madison	Shelby
Bullock	Coosa	Greene	Marengo	Sumter
Butler	Covington	Hale	Marion	Talladega
Calhoun	Crenshaw	Henry	Marshall	Tallapoosa
Chambers	Cullman	Houston	Mobile	Tuscaloosa
Cherokee	Dale	Jackson	Monroe	Walker
Chilton	Dallas	Jefferson	Montgomery	Washington
Choctaw	De Kalb	Lamar	Morgan	Wilcox
	Elmore	Lauderdale	Perry	Winston
		Lawrence	Pickens	

**ALASKA**—Alaska is divided into four judicial districts. No counties.

## ARIZONA

Apache	Coconino	Greenlee	Navajo	Santa Cruz
Chohise	Gila	Maricopa	Pima	Yavapai
	Graham	Mohave	Pinal	Yuma

## ARKANSAS

Arkansas	Carroll	Crawford	Garland	Jefferson
Ashley	Chicot	Crittenden	Grant	Johnson
Baxter	Clark	Cross	Greene	Lafayette
Benton	Clay	Dallas	Hempstead	Lawrence
Boone	Cleburne	Desha	Hot Spring	Lee
Bradley	Cleveland	Drew	Howard	Lincoln
Calhoun	Columbia	Faulkner	Independence	Little River
	Conway	Franklin	Izard	Logan
	Craighead	Fulton	Jackson	Lonoke

Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages



## ARKANSAS—Continued

Madison	Newton	Pope	Scott	Union
Marion	Ouachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

## CALIFORNIA

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
Eldorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

## COLORADO

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

## CONNECTICUT

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

## DELAWARE

Kent	New Castle	Sussex
------	------------	--------

## DISTRICT OF COLUMBIA

## FLORIDA

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Oseola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

## GEORGIA

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Taliaferro
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Treutlen
Brooks	Dodge	Irwin	Oglethorpe	Troup
Bryan	Dooley	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Effingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Cannell	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chatham	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattooga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascock	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

**HAWAII**Hawaii  
Honolulu

Kalawao

Kauai

Maui

**IDAHO**Ada  
Adams  
Bannock  
Bear Lake  
Benewah  
Bingham  
Blaine  
BoiseBonner  
Bonneville  
Boundary  
Butte  
Camas  
Canyon  
Caribou  
Cassia  
ClarkClearwater  
Custer  
Elmore  
Franklin  
Fremont  
Gem  
Gooding  
Idaho  
JeffersonJerome  
Kootenai  
Latah  
Lemhi  
Lewis  
Lincoln  
Madison  
Minidoka  
Nez PerceOnelida  
Owyhee  
Payette  
Power  
Shoshone  
Teton  
Twin Falls  
Valley  
Washington**ILLINOIS**Adams  
Alexander  
Bond  
Boone  
Brown  
Bureau  
Calhoun  
Carroll  
Cass  
Champaign  
Christian  
Clark  
Clay  
Clinton  
Coles  
Cook  
Crawford  
Cumberland  
De KalbDe Witt  
Douglas  
Du Page  
Edgar  
Edwards  
Effingham  
Fayette  
Ford  
Franklin  
Fulton  
Gallatin  
Greene  
Grundy  
Hamilton  
Hancock  
Hardin  
Henderson  
Henry  
Iroquois  
Jackson  
JasperJefferson  
Jersey  
Jo Daviess  
Johnson  
Kane  
Kankakee  
Kendall  
Knox  
Lake  
La Salle  
Lawrence  
Lee  
Livingston  
Logan  
McDonough  
McHenry  
McLean  
Macon  
Macoupin  
Madison  
MarionMarshall  
Mason  
Massac  
Menard  
Mercer  
Monroe  
Montgomery  
Morgan  
Moultrie  
Ogle  
Peoria  
Perry  
Platt  
Pike  
Pope  
Pulaski  
Putnam  
Randolph  
Richland  
Rock Island  
St. ClairSaline  
Sangamon  
Schuyler  
Scott  
Shelby  
Stark  
Stephenson  
Tazewell  
Union  
Vermillion  
Wabash  
Warren  
Washington  
Wayne  
White  
Whiteside  
Will  
Williamson  
Winnebago  
Woodford**INDIANA**Adams  
Allen  
Bartholomew  
Benton  
Blackford  
Boone  
Brown  
Carroll  
Cass  
Clark  
Clay  
Clinton  
Crawford  
Davies  
Dearborn  
Decatur  
De KalbDelaware  
Dubois  
Elkhart  
Fayette  
Floyd  
Fountain  
Franklin  
Fulton  
Gibson  
Grant  
Greene  
Hamilton  
Hancock  
Harrison  
Hendricks  
Henry  
Howard  
Huntington  
JacksonJasper  
Jay  
Jefferson  
Jennings  
Johnson  
Knox  
Kosciusko  
Lagrange  
Lake  
La Porte  
Lawrence  
Madison  
Marion  
Marshall  
Martin  
Miami  
Monroe  
Montgomery  
MorganNewton  
Noble  
Ohio  
Orange  
Owen  
Parke  
Perry  
Pike  
Porter  
Posey  
Pulaski  
Putnam  
Randolph  
Ripley  
Rush  
St. Joseph  
Scott  
Shelby  
SpencerStarke  
Steuben  
Sullivan  
Switzerland  
Tippecanoe  
Tipton  
Union  
Vanderburgh  
Vermillion  
Vigo  
Wabash  
Warren  
Warrick  
Washington  
Wayne  
Wells  
White  
Whitley**IOWA**Adair  
Adams  
Allamakee  
Appanoose  
Audubon  
Benton  
Black Hawk  
Boone  
Bremer  
Buchanan  
Buena Vista  
Butler  
Calhoun  
Carroll  
Cass  
Cedar  
Cerro Gordo  
Cherokee  
ChickasawClarke  
Clay  
Clayton  
Clinton  
Crawford  
Dallas  
Davis  
Decatur  
Delaware  
Des Moines  
Dickinson  
Dubuque  
Emmet  
Fayette  
Floyd  
Franklin  
Fremont  
Greene  
Grundy  
GuthrieHamilton  
Hancock  
Hardin  
Harrison  
Henry  
Howard  
Humboldt  
Ida  
Iowa  
Jackson  
Jasper  
Jefferson  
Johnson  
Jones  
Keokuk  
Kossuth  
Lee  
Linn  
Louisa  
LucasLyon  
Madison  
Mahaska  
Marion  
Marshall  
Mills  
Mitchell  
Monona  
Monroe  
Montgomery  
Muscataine  
O'Brien  
Osceola  
Page  
Palo Alto  
Plymouth  
Pocahontas  
Polk  
Pottawattamie  
PoweshiekRinggold  
Sac  
Scott  
Shelby  
Sioux  
Story  
Tama  
Taylor  
Union  
Van Buren  
Wapello  
Warren  
Washington  
Wayne  
Webster  
Winnebago  
Winneshiek  
Woodbury  
Worth  
Wright**KANSAS**Allen  
Anderson  
Atchison  
Barber  
Barton  
Bourbon  
Brown  
Butler  
Chase  
Chautauqua  
CherokeeCheyenne  
Clark  
Clay  
Cloud  
Coffey  
Comanche  
Crawford  
Decatur  
Dickinson  
Doniphan  
Douglas  
EdwardsElk  
Ellis  
Ellsworth  
Finney  
Ford  
Franklin  
Geary  
Gove  
Graham  
Grant  
Gray  
Greeley  
GreenwoodHamilton  
Harper  
Harvey  
Haskell  
Hodgeman  
Jackson  
Jefferson  
Jewell  
Johnson  
Kearny  
Kingman  
Kiowa  
LabetteLane  
Leavenworth  
Lincoln  
Linn  
Logan  
Lyon  
McPherson  
Marion  
Marshall  
Meade  
Miami  
Mitchell  
Montgomery

## KANSAS—Continued

Morris	Pawnee	Rooks	Sheridan	Trego
Morton	Phillips	Rush	Sherman	Wabaunsee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotte
Ottawa	Riley			

## KENTUCKY

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Pulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenton	Menifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalf	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harlan			

LOUISIANA  
(Parishes)

Acadia	Cameron	Jefferson	Pointe Coupee	St. Tammany
Allen	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Ascension	Claiborne	Lafayette	Red River	Tensas
Assumption	Concordia	Lafourche	Richland	Terrebonne
Avoynes	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermilion
Bienvenue	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Mary	West Feliciana
	Iberville	Plaquemines		Winn
	Jackson			

## MAINE

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

## MARYLAND

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
Baltimore City	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

## MASSACHUSETTS

Barnstable	Berkshire	Franklin	Middlesex	Plymouth
	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			

## MICHIGAN

Alcona	Cheboygan	Ingham	Macomb	Osceola
Alger	Chippewa	Ionia	Manistee	Oscoda
Allegan	Clare	Iosco	Marquette	Otsego
Alpena	Clinton	Iron	Mason	Ottawa
Antrim	Crawford	Isabella	Mecosta	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Bay	Emmet	Kent	Monroe	St. Joseph
Benzie	Genesee	Keweenaw	Montcalm	Sanilac
Berrien	Gladwin	Lake	Montmorency	Schoolcraft
Branch	Gogebic	Lapeer	Muskegon	Shiawassee
Calhoun	Grand Traverse	Leelanau	Newaygo	Tuscola
Cass	Gratiot	Lenawee	Oakland	Van Buren
Charlevoix	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford



**MINNESOTA**

Aitkin	Cottonwood	Kittson	Nobles	Sherburne
Anoka	Crow Wing	Koochiching	Norman	Sibley
Becker	Dakota	Lac qui Parle	Olmsted	Stearns
Beltrami	Dodge	Lake	Otter Tail	Steele
Benton	Douglas	Lake of the Woods	Pennington	Stevens
Big Stone	Faribault	Le Sueur	Pine	Swift
Blue Earth	Fillmore	Lincoln	Pipestone	Todd
Brown	Freeborn	Lyon	Polk	Traverse
Carlton	Goodhue	McLeod	Pope	Wabasha
Carver	Grant	Mahnomen	Ramsey	Wadena
Cass	Hennepin	Marshall	Red Lake	Waseca
Chippewa	Houston	Martin	Redwood	Washington
Chisago	Hubbard	Meeker	Renville	Watsonwan
Clay	Isanti	Mille Lacs	Rice	Wika
Clearwater	Itasca	Morrison	Rock	Winona
Cook	Jackson	Mower	Roseau	Wright
	Kanabec	Murray	St. Louis	Yellow Medicine
	Kandiyohi	Nicollet	Scott	

**MISSISSIPPI**

Adams	Covington	Jefferson Davis	Neshoba	Sunflower
Alcorn	De Soto	Jones	Newton	Tallahatchie
Amite	Forrest	Kemper	Noxubee	Tate
Attala	Franklin	Lafayette	Oktibbeha	Tippah
Benton	George	Lamar	Panola	Tishomingo
Bolivar	Greene	Lauderdale	Pearl River	Tunica
Calhoun	Grenada	Lawrence	Perry	Union
Carroll	Hancock	Leake	Pike	Walthall
Chickasaw	Harrison	Lee	Pontotoc	Warren
Choctaw	Hinds	Leflore	Prentiss	Washington
Claiborne	Holmes	Lincoln	Quitman	Wayne
Clarke	Humphreys	Lowndes	Rankin	Webster
Clay	Issaquena	Madison	Scott	Wilkinson
Coahoma	Itawamba	Marion	Sharkey	Winston
Copiah	Jackson	Marshall	Simpson	Yalobusha
	Jasper	Monroe	Smith	Yazoo
	Jefferson	Montgomery	Stone	

**MISSOURI**

Adair	Clark	Iron	Montgomery	St. Clair
Andrew	Clay	Jackson	Morgan	St. Francois
Atchison	Clinton	Jasper	New Madrid	Ste. Genevieve
Audrain	Cole	Jefferson	Newton	St. Louis
Barry	Cooper	Johnson	Nodaway	St. Louis City
Barton	Crawford	Knox	Oregon	Saline
Bates	Dade	Laclede	Osage	Schuyler
Benton	Dallas	Lafayette	Ozark	Scotland
Bollinger	Daviess	Lawrence	Pemiscot	Scott
Boone	De Kalb	Lewis	Perry	Shannon
Buchanan	Dent	Lincoln	Pettis	Shelby
Butler	Douglas	Linn	Phelps	Stoddard
Caldwell	Dunklin	Livingston	Pike	Stone
Callaway	Franklin	McDonald	Platte	Sullivan
Camden	Gasconade	Macon	Polk	Taney
Cape Girardeau	Gentry	Madison	Pulaski	Texas
Carroll	Greene	Maries	Putnam	Vernon
Carter	Grundy	Marion	Ralls	Warren
Cass	Harrison	Mercer	Randolph	Washington
Cedar	Henry	Miller	Ray	Wayne
Chariton	Hickory	Mississippi	Reynolds	Webster
Christian	Holt	Moniteau	Ripley	Worth
	Howard	Monroe	St. Charles	Wright
	Howell			

**MONTANA**

Beaverhead	Dawson	Judith Basin	Petroleum	Sheridan
Big Horn	Deer Lodge	Lake	Phillips	Silver Bow
Blaine	Fallon	Lewis and Clark	Pondera	Stillwater
Broadwater	Fergus	Liberty	Powder River	Sweet Grass
Carbon	Flathead	Lincoln	Powell	Teton
Carter	Gallatin	McCone	Prairie	Toole
Cascade	Garfield	Madison	Ravalli	Treasure
Chouteau	Glacier	Meagher	Richland	Valley
Custer	Golden Valley	Mineral	Roosevelt	Wheatland
Daniels	Granite	Missoula	Rosebud	Wibaux
	Hill	Musselshell	Sanders	Yellowstone
	Jefferson	Park		

**NEBRASKA**

Adams	Cedar	Dundy	Hitchcock	McPherson
Antelope	Chase	Fillmore	Holt	Madison
Arthur	Cherry	Franklin	Hooker	Merrick
Banner	Cheyenne	Frontier	Howard	Morrill
Blaine	Clay	Furnas	Jefferson	Nance
Boone	Colfax	Gage	Johnson	Nemaha
Box Butte	Cuming	Garden	Kearney	Nuckolls
Boyd	Custer	Garfield	Keith	Otoe
Brown	Dakota	Gosper	Keyapaha	Pawnee
Buffalo	Dawes	Grant	Kimball	Perkins
Burt	Dawson	Greeley	Knox	Phelps
Butler	Deuel	Hall	Lancaster	Pierce
Cass	Dixon	Hamilton	Lincoln	Platte
	Dodge	Harlan	Logan	Polk
	Douglas	Hayes	Loup	Redwillow



## NEBRASKA—Continued

Richardson	Saunders	Sherman	Thomas	Wayne
Rock	Scotts Bluff	Sioux	Thurston	Webster
Saline	Seward	Stanton	Valley	Wheeler
Sarpy	Sheridan	Thayer	Washington	York
<b>NEVADA</b>	Douglas	Humboldt	Mineral	Storey
	Elko	Lander	Nye	Washoe
Churchill	Esmeralda	Lincoln	Ormsby	White Pine
Clark	Eureka	Lyon	Pershing	
<b>NEW HAMPSHIRE</b>	Belknap	Coos	Merrimack	Strafford
	Carroll	Grafton	Rockingham	Sullivan
	Cheshire	Hillsboro		
<b>NEW JERSEY</b>	Camden	Hudson	Morris	Somerset
	Cape May	Hunterdon	Ocean	Sussex
Atlantic	Cumberland	Mercer	Passaic	Union
Bergen	Essex	Middlesex	Salem	Warren
Burlington	Gloucester	Monmouth		
<b>NEW MEXICO</b>	De Baca	Lea	Rio Arriba	Sierra
	Dona Ana	Lincoln	Roosevelt	Socorro
Bernalillo	Eddy	Luna	Sandoval	Taos
Catron	Grant	McKinley	San Juan	Torrance
Chaves	Guadalupe	Mora	San Miguel	Union
Colfax	Harding	Otero	Santa Fe	Valencia
Curry	Hidalgo	Quay		
<b>NEW YORK</b>	Cortland	Lewis	Oswego	Steuben
	Delaware	Livingston	Otsego	Suffolk
Albany	Dutchess	Madison	Putnam	Sullivan
Allegany	Erie	Monroe	Queens	Tioga
Bronx	Essex	Montgomery	Rensselaer	Tompkins
Broome	Franklin	Nassau	Richmond	Ulster
Cattaraugus	Fulton	New York	Rockland	Warren
Cayuga	Genesee	Niagara	St. Lawrence	Washington
Chautauqua	Greene	Oneida	Saratoga	Wayne
Chemung	Hamilton	Onondaga	Schenectady	Westchester
Chenango	Herkimer	Ontario	Schoharie	Wyoming
Clinton	Jefferson	Orange	Schuyler	Yates
Columbia	Kings	Orleans	Seneca	
<b>NORTH CAROLINA</b>	Chatham	Greene	Mitchell	Rutherford
	Cherokee	Guilford	Montgomery	Sampson
Alamance	Chowan	Halifax	Moore	Scotland
Alexander	Clay	Harnett	Nash	Stanly
Alleghany	Cleveland	Haywood	New Hanover	Stokes
Anson	Columbus	Henderson	Northampton	Surry
Ashe	Craven	Hertford	Onslow	Swain
Avery	Cumberland	Hoke	Orange	Transylvania
Beaufort	Currituck	Hyde	Pamlico	Tyrrell
Bertie	Dare	Iredell	Pasquotank	Union
Bladen	Davidson	Jackson	Pender	Vance
Brunswick	Davie	Johnston	Perquimans	Wake
Buncombe	Duplin	Jones	Person	Warren
Burke	Durham	Lee	Pitt	Washington
Cabarrus	Edgecombe	Lenoir	Polk	Watauga
Caldwell	Forsyth	Lincoln	Randolph	Wayne
Camden	Franklin	McDowell	Richmond	Wilkes
Carteret	Gaston	Macon	Robeson	Wilson
Caswell	Gates	Madison	Rockingham	Yadkin
Catawba	Graham	Martin	Rowan	Yancey
	Granville	Mecklenburg		
<b>NORTH DAKOTA</b>	Cavalier	Hettinger	Nelson	Sioux
	Dickey	Kidder	Oliver	Slope
Adams	Divide	La Moure	Pembina	Stark
Barnes	Dunn	Logan	Pierce	Steele
Benson	Eddy	McHenry	Ramsey	Stutsman
Billings	Emmons	McIntosh	Ransom	Towner
Bottineau	Foster	McKenzie	Renville	Traill
Bowman	Golden Valley	McLean	Richland	Walsh
Burke	Grand Forks	Mercer	Rolette	Ward
Burleigh	Grant	Morton	Sargent	Wells
Cass	Griggs	Mountrail	Sheridan	Williams
<b>OHIO</b>	Carroll	Delaware	Hancock	Lake
	Champaign	Erie	Hardin	Lawrence
Adams	Clark	Fairfield	Harrison	Licking
Allen	Clermont	Fayette	Henry	Logan
Ashland	Clinton	Franklin	Highland	Lorain
Ashtabula	Columbiana	Fulton	Hocking	Lucas
Athens	Coshocton	Gallia	Holmes	Madison
Auglaize	Crawford	Geauga	Huron	Mahoning
Belmont	Cuyahoga	Greene	Jackson	Marion
Brown	Defiance	Guernsey	Jefferson	Medina
Butler		Hamilton	Knox	Meigs

**OHIO—Continued**

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Sandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot

**OKLAHOMA**

Adair	Coal	Haskell	Major	Pottawatomie
Alfalfa	Comanche	Hughes	Marshall	Pushmataha
Atoka	Cotton	Jackson	Mayes	Roger Mills
Beaver	Craig	Jefferson	Murray	Rogers
Beckham	Creek	Johnston	Muskogee	Seminole
Blaine	Custer	Kay	Noble	Sequoyah
Bryan	Delaware	Kingfisher	Nowata	Stephens
Caddo	Dewey	Kiowa	Okfuskee	Texas
Canadian	Ellis	Latimer	Oklahoma	Tillman
Carter	Garfield	Le Flore	Oklmulgee	Tulsa
Cherokee	Garvin	Lincoln	Osage	Wagoner
Choctaw	Grady	Logan	Ottawa	Washington
Cimarron	Grant	Love	Pawnee	Washita
Cleveland	Greer	McClain	Payne	Woods
	Harmon	McCurtain	Pittsburg	Woodward
	Harper	McIntosh	Pontotoc	

**OREGON**

Baker	Crook	Jackson	Malheur	Umatilla
Benton	Curry	Jefferson	Marion	Union
Clackamas	Deschutes	Josephine	Morrow	Wallowa
Clatsop	Douglas	Klamath	Multnomah	Wasco
Columbia	Gilliam	Lake	Polk	Washington
Coos	Grant	Lane	Sherman	Wheeler
	Harney	Lincoln	Tillamook	Yamhill
	Hood River	Linn		

**PENNSYLVANIA**

Adams	Carbon	Forest	Lycoming	Snyder
Allegheny	Centre	Franklin	McKean	Somerset
Armstrong	Chester	Fulton	Mercer	Sullivan
Beaver	Clarion	Greene	Mifflin	Susquehanna
Bedford	Clearfield	Huntingdon	Monroe	Tioga
Berks	Clinton	Indiana	Montgomery	Union
Blair	Columbia	Jefferson	Montour	Venango
Bradford	Crawford	Juniata	Northampton	Warren
Bucks	Cumberland	Lackawanna	Northumberland	Washington
Butler	Dauphin	Lancaster	Perry	Wayne
Cambria	Delaware	Lawrence	Philadelphia	Westmoreland
Cameron	Elk	Lebanon	Pike	York
	Erie	Lehigh	Potter	
	Fayette	Luzerne	Schuylkill	

**PHILIPPINE**

Adams	Batanes	Davao	Misamis	Pangasinan
Agusan	Batangas	Ilocos Norte	Moro	Rizal
Albay	Bohol	Ilocos Sur	Mountain	Samar
Ambos Camarines	Bukidnon	Iloilo	Nueva Ecija	Sorsogon
Antique	Bulacan	Isabela	Nueva Vizcaya	Surigao
Bataan	Agaynan	Laguna	Occidental Negros	Tarlac
	Capiz	Lanao	Oriental Negros	Tayabas
	Cavite	La Union	Palawan	Zambales
	Cebu	Leyte	Pampanga	Zamboanga
	Cotabato	Mindoro		

**PUERTO RICO  
(Districts)**

Aguadilla	Guayama	Mayaguez	San Juan
Arecibo	Humacao	Ponce	

**RHODE ISLAND**

Bristol	Newport	Providence	Washington
Kent			

**SAMOA**

Tutuila Island
----------------

**SOUTH  
CAROLINA**

Abbeville	Berkeley	Dorchester	Kershaw	Orangeburg
Aiken	Calhoun	Edgefield	Lancaster	Pickens
Allendale	Charleston	Fairfield	Laurens	Richland
Anderson	Cherokee	Florence	Lee	Saluda
Bamberg	Chester	Georgetown	Lexington	Spartanburg
Barnwell	Chesterfield	Greenville	McCormick	Sumter
Beaufort	Clarendon	Greenwood	Marion	Union
	Colleton	Hampton	Marlboro	Williamsburg
	Darlington	Horry	Newberry	York
	Dillon	Jasper	Oconee	

**SOUTH  
DAKOTA**

Armstrong	Brown	Corson	Faulk	Hutchinson
Aurora	Brule	Custer	Grant	Hyde
Beadle	Buffalo	Davison	Gregory	Jackson
Bennett	Butte	Day	Haakon	Jerauld
Bon Homme	Campbell	Deuel	Hamlin	Jones
Brookings	Charles Mix	Dewey	Hand	Kingsbury
	Clark	Douglas	Hanson	Lake
	Clay	Edmunds	Harding	Lawrence
	Codington	Fall River	Hughes	Lincoln

## SOUTH DAKOTA—Continued

Lyman	Miner	Roberts	Sully	Walworth
McCook	Minnehaha	Sanborn	Todd	Wasbabaugh
McPherson	Moody	Shannon	Tripp	Washington
Marshall	Pennington	Spink	Turner	Yankton
Meade	Perkins	Stanley	Union	Ziebach
Mellette	Potter			
<b>TENNESSEE</b>	Davidson	Henderson	Marion	Sequatchie
Anderson	Decatur	Henry	Marshall	Sevier
Bedford	De Kalb	Hickman	Maury	Shelby
Benton	Dickson	Houston	Meigs	Smith
Bledsoe	Dyer	Humphreys	Monroe	Stewart
Blount	Fayette	Jackson	Montgomery	Sullivan
Bradley	Fentress	Jefferson	Moore	Sumner
Campbell	Franklin	Johnson	Morgan	Tipton
Cannon	Gibson	Knox	Obion	Trousdale
Carroll	Giles	Lake	Overton	Unicoi
Carter	Grainger	Lauderdale	Perry	Union
Cheatham	Greene	Lawrence	Pickett	Van Buren
Chester	Grundy	Lewis	Polk	Warren
Claiborne	Hamblen	Lincoln	Putnam	Washington
Clay	Hamilton	Loudon	Roane	Wayne
Cocke	Hancock	McMinn	Robertson	Weakley
Coffee	Hardeman	McNairy	Rutherford	White
Crockett	Hardin	Macon	Scott	Williamson
Cumberland	Hawkins	Madison		Wilson
	Haywood			
<b>TEXAS</b>	Cottle	Harrison	Lynn	San Jacinto
Anderson	Crane	Hartley	McCulloch	San Patricio
Andrews	Crockett	Haskell	McLennan	San Saba
Angelina	Crosby	Hays	McMullen	Schleicher
Arañas	Culberson	Hemphill	Madison	Scurry
Archer	Dallam	Henderson	Marion	Shackelford
Armstrong	Dallas	Hidalgo	Martin	Shelby
Atascosa	Dawson	Hill	Mason	Sherman
Austin	Deaf Smith	Hockley	Matagorda	Smith
Bailey	Delta	Hood	Maverick	Somervell
Bandera	Denton	Hopkins	Medina	Starr
Bastrop	De Witt	Houston	Menard	Stephens
Baylor	Dickens	Howard	Midland	Sterling
Bee	Dimmit	Hudspeth	Milam	Stonewall
Bell	Donley	Hunt	Mills	Sutton
Bexar	Duval	Hutchinson	Mitchell	Swisher
Blanco	Eastland	Irion	Montague	Tarrant
Borden	Ector	Jack	Montgomery	Taylor
Bosque	Edwards	Jackson	Moore	Terrell
Bowie	Ellis	Jasper	Morris	Terry
Brazoria	El Paso	Jeff Davis	Motley	Throckmorton
Brazos	Erath	Jefferson	Nacogdoches	Titus
Brewster	Falls	Jim Hogg	Navarro	Tom Green
Briscoe	Fannin	Jim Wells	Newton	Travis
Brooks	Fayette	Johnson	Nolan	Trinity
Brown	Fisher	Jones	Nueces	Tyler
Burleson	Floyd	Karnes	Ochiltree	Upshur
Burnet	Foard	Kaufman	Oldham	Upton
Caldwell	Fort Bend	Kendall	Orange	Uvalde
Calhoun	Franklin	Kenedy	Palo Pinto	Val Verde
Callahan	Freestone	Kent	Panola	Van Zandt
Cameron	Frio	Kerr	Parker	Victoria
Camp	Gaines	Kimble	Parmer	Walker
Carson	Galveston	King	Pecos	Waller
Cass	Garza	Kinney	Polk	Ward
Castro	Gillespie	Kleberg	Potter	Washington
Chambers	Glasscock	Knox	Presidio	Webb
Cherokee	Goliad	Lamar	Rains	Wharton
Childress	Gonzales	Lamb	Randall	Wheeler
Clay	Gray	Lampasas	Reagan	Wichita
Cochran	Grayson	La Salle	Real	Wilbarger
Coke	Gregg	Lavaca	Red River	Willacy
Coleman	Grimes	Lee	Reeves	Williamson
Collin	Guadalupe	Leon	Refugio	Wilson
Collingsworth	Hale	Liberty	Roberts	Winkler
Colorado	Hall	Limestone	Robertson	Wise
Comal	Hamilton	Lipscomb	Rockwall	Wood
Comanche	Hansford	Live Oak	Runnels	Yoakum
Concho	Hardeman	Llano	Rusk	Young
Cooke	Hardin	Loving	Sabine	Zapata
Coryell	Harris	Lubbock	San Augustine	Zavala
<b>UTAH</b>	Davis	Juab	Salt Lake	Uintah
Beaver	Duchesne	Kane	San Juan	Utah
Box Elder	Emery	Millard	Sanpete	Wasatch
Cache	Garfield	Morgan	Sevier	Washington
Carbon	Grand	Piute	Summit	Wayne
Daggett	Iron	Rich	Tooele	Weber



**VERMONT**

Addison  
Bennington

**VIRGINIA**

Accomac  
Albemarle  
Alleghany  
Amelia  
Amherst  
Appomattox  
Arlington  
Augusta  
Bath  
Bedford  
Bland  
Botetourt  
Brunswick  
Buchanan  
Buckingham  
Campbell  
Caroline  
Carroll  
Charles City

Caledonia  
Chittenden  
Essex

Charlotte  
Chesterfield  
Clarke  
Craig  
Culpeper  
Cumberland  
Dickenson  
Dinwiddie  
Elizabeth City  
Essex  
Fairfax  
Fauquier  
Floyd  
Fluvanna  
Franklin  
Frederick  
Giles  
Gloucester  
Goochland  
Grayson  
Greene

Franklin  
Grand Isle  
Lamoille

Greensville  
Halifax  
Hanover  
Henrico  
Henry  
Highland  
Isle of Wight  
James City  
King and Queen  
King George  
King William  
Lancaster  
Lee  
Loudoun  
Louisa  
Lunenburg  
Madison  
Mathews  
Mecklenburg  
Middlesex

Orange  
Orleans  
Rutland

Montgomery  
Nansemond  
Nelson  
New Kent  
Norfolk  
Northampton  
Northumberland  
Nottoway  
Orange  
Page  
Patrick  
Pittsylvania  
Powhatan  
Prince Edward  
Prince George  
Prince William  
Princess Anne  
Pulaski  
Rappahannock  
Richmond

Washington  
Windham  
Windsor

Roanoke  
Rockbridge  
Rockingham  
Russell  
Scott  
Shenandoah  
Smyth  
Southampton  
Spotsylvania  
Stafford  
Surrey  
Sussex  
Tazewell  
Warren  
Warwick  
Washington  
Westmoreland  
Wise  
Wythe  
York

**VIRGIN ISLANDS**

St. Croix

St. John

St. Thomas

**WASHINGTON**

Adams  
Asotin  
Benton  
Chelan  
Clallam  
Clark  
Columbia

Cowlitz  
Douglas  
Ferry  
Franklin  
Garfield  
Grant  
Grays Harbor  
Island  
Jefferson

King  
Kitsap  
Kittitas  
Klickitat  
Lewis  
Lincoln  
Mason  
Okanogan

Pacific  
Pend Oreille  
Pierce  
San Juan  
Skagit  
Skamania  
Snohomish  
Spokane

Stevens  
Thurston  
Wahkiakum  
Walla Walla  
Whatcom  
Whitman  
Yakima

**WEST VIRGINIA**

Barbour  
Berkeley  
Boone  
Braxton  
Brooke  
Cabell  
Calhoun  
Clay  
Doddridge  
Fayette

Gilmer  
Grant  
Greenbrier  
Hampshire  
Hancock  
Hardy  
Harrison  
Jackson  
Jefferson  
Kanawha  
Lewis  
Lincoln

Logan  
McDowell  
Marion  
Marshall  
Mason  
Mercer  
Mineral  
Mingo  
Monongalia  
Monroe  
Morgan

Nicholas  
Ohio  
Pendleton  
Pleasants  
Pocahontas  
Preston  
Putnam  
Raleigh  
Randolph  
Ritchie  
Roane

Summers  
Taylor  
Tucker  
Tyler  
Upshur  
Wayne  
Webster  
Wetzel  
Wirt  
Wood  
Wyoming

**WISCONSIN**

Adams  
Ashland  
Barron  
Bayfield  
Brown  
Buffalo  
Burnett  
Calumet  
Chippewa  
Clark  
Columbia  
Crawford  
Dane

Dodge  
Door  
Douglas  
Dunn  
Eau Claire  
Florence  
Fond du Lac  
Forest  
Grant  
Green  
Green Lake  
Iowa  
Iron  
Jackson  
Jefferson

Juneau  
Kenosha  
Kewaunee  
La Crosse  
Lafayette  
Langlade  
Lincoln  
Manitowoc  
Marathon  
Marinette  
Marquette  
Milwaukee  
Monroe  
Oconto  
Oneida

Outagamie  
Ozaukee  
Pepin  
Pierce  
Polk  
Portage  
Price  
Racine  
Richland  
Rock  
Rusk  
St. Croix  
Sauk  
Sawyer

Shawano  
Sheboygan  
Taylor  
Trempealeau  
Vernon  
Vilas  
Walworth  
Washburn  
Washington  
Waukesha  
Waupaca  
Waushara  
Winnebago  
Wood

**WYOMING**

Albany  
Big Horn  
Campbell  
Carbon

Converse  
Crook  
Fremont  
Goshen  
Hot Springs  
Johnson

Laramie  
Lincoln  
Natrona  
Niobrara  
Park

Platte  
Sheridan  
Sublette  
Sweetwater  
Teton

Uinta  
Washakie  
Weston  
Yellowstone  
National Park





Patents

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index



## PATENTS

Where no specific reference is made to patents or to the Official Gazette, the rules herein given apply to both classes of work. The term "patents" includes plant patents, trade-marks, designs, and reissues.

### ABBREVIATIONS

#### Patents.

Follow copy, except in headings, in which the names of States are abbreviated. Fractions in assignments, etc., should be spelled. "Saint" should be abbreviated "St." in names of cities in the United States; sections of cities should be printed "N. W.", "E. C.", etc.

Follow copy in the use of the word "Figure" or "Fig." when followed by a numeral where reference is had to figures of the drawings.

Use "etc." in headings, but follow copy (&c. or etc.) elsewhere.

Spell out "&" wherever it appears in copy, except in the names of firms and corporations and in the signatures to trade-marks, where copy should be followed.

#### Official Gazette.

*States.*—Abbreviate (according to rule 61) the names of States except in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter, where copy should be followed. (See list of abbreviations on p. 88.)

*Months.*—Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Spell out in everything else, except in the index, published trade-marks, and patent suits. For the day of the month, following the name, use figures only. Where preceding the name of the month, use 1st, 2d, 3d, etc., as "the 1st of January", "the 2d day of January", etc.

*Street, avenue, road, etc.*—Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter, but spell out in everything else.

*Citations.*—Copy should generally be followed, but abbreviate section, chapter, page, etc.

*Etc. and &c.*—Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Use "etc." in everything else.

### CAPITALIZATION

Capitalize "Letters Patent" whether standing alone or followed by a numeral. Capitalize "Patent", "Trade-Mark", "Design", "Reissue", "Certificate", "Serial", "Sheet", "Plate", "Diagram", "Case", and "Division", where followed by a numeral, in any one of the following forms: "Patent No. 680,180", "my Patent No. 680,180", "Patent 680,180", "Trade-Mark No. 140,500", "Design No. 10,500", "Reissue No. 14,500", "reissued Patent No. 14,500", "Reissue Patent No. 14,900", "Certificate No. 130,500", "Serial No. 1", "Sheet 1", "Example 1", "Plate 1", "Diagram 1", "Case A", "Equation 1", "Formula 1", and "Division A." Lower-case "patent statutes", "registration No. 130,500", and "trade-mark registration No. 130,500", but "Reg. No. 13,175."

Proper nouns used as adjectives should generally be capitalized. There are a few exceptions to this rule. (Refer to list of words in common use in patents.)

Capitalize legends which are placed upon devices, drawings, blank forms, etc., for purposes of caution, direction, explanation, etc., as, "The semaphore bears upon its face the word Safety"; "As shown in Fig. 2, at the point marked Upper"; "The first column is headed Amt., the second Year"; "The figures are entered in the Rec'd column." Where more than one word is used, capitalize only the first word. Lower-case "danger position", "on position", etc.



Capitalize the principal words in trade-mark phrases, as "My trade-mark consists of the words Golden Rod Butter, distinctively displayed."

Capitalize the word "Figure" spelled or abbreviated, if followed by a numeral, where reference is had to figures of the drawings.

Capitalize the following where reference is had to a geographical subdivision of a foreign country and where used in connection with the name thereof:

Canton (Switzerland and Luxemburg)

Commonwealth (Australia)

Department (France, etc.)

Dominion, District (Canada)

Duchy or Grand Duchy

Empire

Federal District (Brazil, Mexico, and Venezuela)

Kingdom

Län (Sweden)

Prefecture (Japan)

Principality

Province

Provincial District (New Zealand)

Republic

State

Territory

Union (South Africa)

Vilayet (Turkey)

Capitalize the scientific names of plants and animals where reference is had to the genus, order, or family, but always lower-case the species, as *crispus* (species), *Chondrus* (genus), *Chondrus crispus* (genus and species), *Algæ* (order). Where reference is had to an individual member of an order, lower-case, as an alga (or the algæ) of the genus *Chondrus*.

Capitalize the principal words of titles of books, magazines, and other publications, as the British Pharmacopœia, Bulletin of the American Pharmaceutical Association, Chemical Reactions and Equations, etc.; but capitalize only the first word and proper nouns of titles of articles in books, magazines, and other publications, as, Brown, Delicacy of British Pharmacopœia test for arsenic, Journal of Pharmacy.

Capitalize the first word of titles of inventions where preceded by the word "entitled", as, The invention shown in my Patent No. 530,410, entitled "Variable-speed-transmission gearing" also capitalize the first word of titles of invention in text when referring to title in previous patent in connection with date and serial number.

Where part of an incorporated name, capitalize the word "city", as Kansas City, Oklahoma City, Jersey City, etc.; but lower-case New York city, etc.

Where abbreviations consist of single letters, capitalize the same, but not abbreviations of weights and measures, which should be lower-cased. Examples: H. P. for horsepower; R. P. M. for revolutions per minute; E. M. F. (plural E. M. F.'s) for electromotive force; NEA; C. for centigrade (but lower-case cent., etc.), should be capitalized, while lb. for pound; ft. for foot; c. c. or cc. for cubic centimeter; gm. for gram; cwt. for hundredweight; k. w. or kw. for kilowatt; mm. or m. m. for millimeter; c. g. s. for centimeter gram second; etc., should be lower-cased.

All names of corporations and firms should be printed in caps and lower-case in head and all caps in signature. Names of individuals comprising lower-cased "de", "von", etc., should be printed in lower-case in head and small caps in signature. "Dr.", "Jr.", etc., should be printed in caps and small caps in signature; "née" and "geboren" should be printed in small caps in signature.

### Official Gazette only.

Capitalize full titles of all courts, as United States Supreme Court, Supreme Court of the District of Columbia, United States Circuit Court of Appeals, Second District, etc.; but lower-case court of appeals, circuit court of appeals, etc.

Capitalize the word "court" where reference is had to the United States Supreme Court, but lower-case elsewhere.

Capitalize the word "office" where reference is had to the Patent Office, but lower-case elsewhere.

Capitalize the titles of officials of the Patent Office.

Capitalize full titles of acts, as Trade-Mark Act, Spooner Act, etc.; but lower-case the word "act" where standing alone, "or act of 1905."

Capitalize principal words in description of goods in published trade-marks and in trade-mark phrases.

Capitalize Patent No. 1,780,310, but lower case British patent, No. 1,780,310, and Smith patent, No. 1,780,310.

## COMPOUNDS

### Patents.

Where two words are made of terms that are usually closed up, copy should be followed even though one word in heading; but prefixes should be closed up with the words to which they belong, unless connected thereto by a hyphen,

when copy should be followed. Examples: Horse shoe, rail road, fire arm, grind stone, anti-friction, electro-magnet, sub-station, ferro-manganese, etc., follow copy; but close up anti friction, electro magnet, sub station, ferro manganese, etc., if they appear as two words in copy.

### Official Gazette.

Follow copy in titles in labels and prints, quoted matter, laws, treaties, etc.; but compound in accordance with Webster's New International Dictionary in everything else.

## FIGURES

### Patents.

Follow copy, except in assignments in headings, where figures should be spelled. Change "Figure one", "Fig. two", etc., in the text to "Figure 1", "Fig. 2", etc. Follow roman numerals.

### Official Gazette (decisions and miscellaneous notices only).

Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Spell out figures under 10 in everything else, except figures at the beginning of paragraphs, tabular matter, enumerations, figures of reference, etc. Only a general rule can be given. Much must be left to the judgment of the copy editor.

## GOTHIC

All letters and figures relating to shape should be in gothic, except I, which should be in clarendon. Where copy has tee shape, change to T shape; eye beam, change to I beam, but eye bolt; ell, change to L; in the form of an A; the A frame; the Y; in the shape of an 8. Do not quote gothic, as "A" frame. If quotes are in copy, omit them. Golf tee should be spelled, as it does not indicate shape. No gothic in heads.

## ITALIC AND ROMAN

Italic must be used in the Latin names of plants and animals where reference is had to the species (as *tuberosa*) or to the genus followed by the species (as *Asclepias tuberosa*); but roman should be used where reference is had to the genus alone (as *Asclepias*) or to the order (as *Asclepiadaceæ*). Also italicize the names of vessels and titles of cases in citations, as *Smith et al. v. Brown*; the *Brown Case* (180 O. G. 306); but *Brown case*, without citation, should be set in roman.

Roman should be used in the Latin names of medicines, diseases, anatomical terms, chemicals and dyestuffs, geological and mineralogical terms, Latin words and phrases generally, and in titles of books, magazines, and other publications.

Where italic (to indicate emphasis) appears in copy for decisions for the Gazette, the same should be followed; but in patents only such words should be set in italic as have been marked by the copy editor, except that Latin names of plants and animals should be set in italic in accordance with the above rule, even if not so marked in copy.

## MISCELLANEOUS

Notice if patent is a "division", a "continuation", a "refile", a "no fee", a "No Drawing", or has "foreign application", and make head read accordingly. All new matter supplied in the head must be queried.

In patents and designs when jacket calls for "1 sheet of drawings", make "drawing" singular throughout patent. When jacket calls for more than 1 sheet of drawings, make it "drawings" throughout patent, but follow expression "1 sheet of drawings." Where amendments do not conform to above rules, correct with a query. The word "drawing" should always be singular in trade-marks.

In formulas and equations close up all symbols, also reference letters unless separated by commas.

Care must be taken to see that claims are properly numbered. Where reference is made in a claim to the number of a preceding claim, see that the proper number is used when claims have been renumbered.

## ORTHOGRAPHY

Webster's New International Dictionary, current edition, is recognized as the standard authority in the spelling and division of words. Where the dictionary recognizes different forms of spelling the same word, follow the form given in copy.

Authorities for the spelling of geographic names (local and foreign) are listed below in the order of their preference: Decisions of the United States Geographic Board; United States Postal Guide; New World Loose Leaf Atlas; Rand McNally & Co.'s Atlas; the International Postal Guide. No accented letters are used in geographic names.

The signature of firms and corporations in a trade-mark should be followed and the head and preamble changed and queried if any discrepancy exists; follow individual names as signed. When in the text a claim or disclaimer is made to any words or symbols, spelling of such words should conform in every detail to the drawing. If any discrepancy occurs, it should be queried. A defective or wrong cut should be reported to referee.

In patents signed by an executor or administrator the pronouns should be changed and queried. Example: Change "I claim" to "What is claimed", "My invention" to "The invention", etc.

The following list contains a number of words in common use in patent work. Note capitalization.

## LIST OF COMMON AND PREFERRED FORMS

A	C	E
accordion plait	cacao (seed)	eau de Cologne
acetyl, acyl	candelilla (wax of plant)	eccentric, excentric
actuable, actuatable	canton flannel	éclair
aileron	capacitive, capacitative	eddy current
airplane, aeroplane (fol.)	carbide (only)	Eddy kite
align, aline	carburation	embed, imbed
alkalies, alkalis	carburator	empennage
aluminum, aluminium	carburetor, carbureter	eyeleting
ampulla, ampul, ampule (fol.)	carburettor	
anaeric	carburettor	
Archimedeian	carburetion	F
areaway	Cardan shaft	factis (solidified oil)
Argand burner	carline, carling (construction)	felly, fellow
arsenic (compounds)	carrousel	Ferris wheel
arsinic (acids)	castile soap	feterita (grain)
artesian well	cat whisker	filet (lace)
Axminster rug	celanese (fabric)	filtrable
	celtium	flyer, flier (fol.)
	chaise longue	Fourdrinier machine
	pl. chaises longues	frusto, frusto
B flat	charr (fish), char, chare (to burn)	frustum, frustrum
babbitt	Chianti wine	Fuller valve
Babbitt metal	chifforobe	fuller's earth
ball (handle)	china clay	fuselage
bakelite	China-wood oil	fuse, fuze
balata	chute, shoot	
Basel (town), Basle (firm)	cipher, cypher	G
Baumé, Beaumé	citrus, citrous	Garnett machine
bentonite	clevis	gauge, gage
benzene, benzine (fol.)	cliché	gelatin, gelatine
benzol, benzole	coca (drug)	Geneva gear
bib (child's apron)	cocoa (made from cacao seed)	glacé
bibb (faucet)	coky (cokelike)	gluing (only)
Blau gas	communicable (only)	Gnome engine
blucher shoe	conduit, conduct	Gottenborg (Sweden)
bluing, blueing	Congo red	grabbots (cotton refuse)
bootees, booties (fol.)	congress boot	gramophone
bouillon	corselets	grill (broiler)
Bourdon tube	corsetlets	grille (grating) } interch.
Bowden wire	coumarin, cumarone (fol.)	Gruyère
brassière	coupé	guayule
brier, briar	crème	
Brigg's logarithms	crepe, crape, crêpe	H
Bright's disease	crêpe de Chine	Habana (not Havana)
Brinell	cyanide (only)	Halloween
britannia ware		Hamburg steak
Brix hydrometer	D	hamburger } follow in text
brooch, broach (pin)	decibel	Hamburger
Brussels sprouts	dammar varnish	hawser, hauser
Bunsen burner	diarrhea, diarrhoea	head lamp
bur (prickly covering)	dieing (stamping)	height, highth, hight, heighth
burned, burnt	Diesel engine	henrys, henries (fol.)
burr (tool)	disassemble	hindrance, hinderance
bus, buss; pl. busses, buses	dislodgment (only)	Holland gin
by-pass, bye-pass	doré bullion	
	doup (weaving)	



holland linen  
Hong Kong  
horsepower  
hyposulphite (not hyposulfite)  
hypotenuse, hypothenuse

## I

in any wise  
inasmuch  
india ink, India ink  
Indian corn  
in no wise  
insertable  
in so far or insofar  
insomuch  
interiorly, interially  
introducible  
invar metal

## J

Jacquard loom (lower-case all others, as: jacquard motion, etc.)  
jam, jamb (pressure, nut)  
jamb, jambe (door)  
japan varnish  
joule (unit of energy)  
Joule's (cycle, law, or equivalent)

## K

kafir, kaffir  
kaoliang (grain)  
Keen's or Keene's cement  
Kelvin scale, or K.  
kerosene (only)  
kieselguhr  
kilogram, kilogramme  
kraft paper (not craft)  
kumquat

## L

lavalier  
lavalier  
layallière  
Leipzig  
lens or lenses  
Levers lace  
lithopone  
lodgment, lodgement  
longéron  
loupe (jeweler's)  
louver, louvre  
Lucerne, Switzerland  
Lumière  
luminair  
Lyon, France

## M

macadam road  
machinable  
machinability  
Mah jongg  
maltha (mineral tar)  
mandrel, mandril  
maneuver, manœuvre  
Mangin mirror  
manila paper  
manila rope  
manipulable, manipulatable  
mansard roof  
mantel, mantle (fireplace)  
mantle, mantel (cloak)  
marcelling  
Marcel wave  
Marseille, France  
Master Car Builders' coupler  
maul  
McKay shoe  
medicament (not medicant)  
megohm (measure)  
microhm (measure)  
Miller hook  
milo grain  
Minié rifle  
mitered, mitred  
moiré (v. and a.) moire (n.)  
mol. or mols

Monel metal  
Montan wax  
morocco binding  
movable, moveable  
mucus (n.), mucous (a.)  
mutor

## N

nacelle  
naphtha, naphtha  
naphthalene, naphthaline  
naphthol, naphtol  
navy blue  
negligee, negligé  
negligible, negligibleable  
neon  
nichrome  
nick, knick  
nickel (metal or coin) only  
Nicol prism  
nicotine, nicotin  
noble metal  
nozzle, nozle  
n-pole dynamo  
nth degree  
Nuremberg

## O

ogee shape (not O.G.)  
operable, operatable  
os calcis  
oscillatable, oscillable  
overlie  
oxford shoe  
oxidation, oxidization  
oxide, oxid, oxyde, oxyd

## P

pajamas (only in patent titles)  
pajamas or pyjamas (trade-marks)  
palette (artist's)  
pallet, palate, pallette, palet (brick-making)  
papier-mâché  
paraffin, paraffine  
Pará rubber  
pasteurize  
pâté (pie)  
pendant, pendent (n.)  
pendent, pendant (a.)  
per cent  
per cent.  
percent.  
peripheral, peripherial  
peripherical  
pet cock  
pH  
phone  
phosphorus (n.). (When used in combinations follow Webster; if not given, follow copy)  
pimento, pimienta (fol.)  
pincers, pinchers  
pitman (pl., pitmen only)  
Pitot tube  
pivotably  
pivotal, pivotable  
pivotally (not pivotedly)  
plansifter  
plaster of Paris  
platen, platten, plattin  
pliers, plyers  
plotron  
ply, plie  
Pontianak gum  
portière  
Portland cement  
practice, practise (n., v.)  
preventer  
projectable (only)  
propellant (n.); when used in combination follow copy, as propellant powder or propellent powder  
propeller (only)  
Puerto Rico  
purée, puree  
pylon

## Q

quantitative, quantative, quantitative

## R

rabbet (carpentry)  
radical, radicle (chem.)  
rarefy, rarify.  
reciprocable, reciprocatable  
reinforce, reinforce  
registrable, registerable  
releasable (only)  
repellent (n. and a.)  
replaceable (only)  
resin, rosin (fol.)  
resistor  
résumé  
retractable, retractible  
revolvable, revolvable  
revolvably, revolvably  
Riggs' disease  
Rochelle salt  
Röntgen, Roentgen  
rotary, rotatory (fol.)  
rotatable (not rotale)  
Russia (if on file)  
Russia leather

## S

saccharin (a bitter white lactone)  
saccharine (sugar substitute)  
saleable, saleable  
salvarsan  
Samson post  
Saybolt  
saxophone  
scallop, scollop  
selsyn (transformer)  
selvage, selvedge  
separator (only)  
settable  
shelf, shelve  
shellac, shellack, shell-lac, shell-acked  
shipable  
shoofly, shooflys  
singletree, swingletree  
siphon, syphon  
sirup, syrup  
sisal rope  
skull, scull  
sley, slay (knitting machinery)  
slidable, slideable  
soy or soya bean  
spigot, spicket  
squeegee  
Stillson wrench  
strop, strap  
style, stylus, styli, styluses  
suede  
sulph, sulfo (prefix denoting sulphur)  
swage, swedge  
syphon (bellows)

## T

taboret, tabouret  
taxing, taxying  
therefor, therefore (in return for that or this)  
therefore (consequently) only  
thermion  
thermionic  
thermosyphon, thermosiphon  
threadably, threadedly  
thresh, thrash (beat grain)  
through, thru  
thumb, thumb  
tier (to tie)  
Timken bearing  
tire, tyre (of a wheel)  
tonsillitis, tonsilitis  
torchère  
torsional, tortional  
transferer, transferor  
transversely, transversally  
trippable



T square	V	Wilton carpet
tunny, tuna (fish)	valance (fabric)	woolen, woollen
Turkey red	valence (chemistry)	wooly, wooly
turmeric (not tumeric)	venturi	Y
tuyère, twyer	Venturi tube	yolk (not yelk)
Twaddell, or Twad	vernier clutch	yoshino paper
tying, tied	viz or viz.	Young's modulus
	visor, vizor	
U		
una-flow	W	Z
unsanitary	wagon, waggon	zed shape
utilized (only)	Wheatstone bridge	zeppelin (n.)
Union of Socialist Soviet Re-	wienerwurst	Zeppelin (a.)
publics		zinc, zink

## PLURALS

Follow copy in the Latin or English forms for plurals where both forms are recognized. A few are:

abacus, pl. abacuses or abaci	helix, pl. helixes or helices
antenna, pl. antennæ; E., nas	lamina, pl. laminæ
apex, pl. apexes or apices	latex, pl. latices
apparatus, pl. apparatus, apparatuses	matrix, pl. matrices, not matrixes
callus, pl. calli	medium, pl. mediums or media
candelabrum, pl. candelabrams or candelabra	spatula, pl. spatulas
fascia, pl. fasciæ	speculum, pl. speculums or specula
frustum, pl. frustums or frusta	stylus, pl. styli or styluses

Collective nouns, such as "pair", "series", "mechanism", "goods", "type", etc., may be regarded as either singular or plural, and copy should be followed.

## POSSESSIVES

Correct errors in the use of the apostrophe in the possessive case. Follow the document style. (See rule 36.)

## PUNCTUATION

## Patents.

Follow copy literally, except in headings, also in preambles of designs and trade-marks, which should be punctuated according to office style.

In the figure description delete all punctuation between the numeral and the verb.

Commas used for periods in decimal fractions are to be followed.

In equations, center points should be followed.

## Official Gazette.

Follow copy in claims; titles in labels and prints; court decisions; treaties, conventions, etc., with foreign countries; rules and amendments thereto; laws; extracts; quoted matter; and acts of Congress. Punctuate everything else, including Commissioner's decisions and citations in all decisions.

## REFERENCE LETTERS AND FIGURES

Reference figures to drawings should be set in boldface type.

When copy has capitals, use roman capitals, and when copy has lower-case letters use lower-case italic, as, the wheel A has a rim *a* and spokes *b*; the hub B is of iron; the wrapper *Wr* is of paper.

Quote reference letters and figures, if copy, as, the frame "A" consists of uprights "1" and "2."

Where superior reference letters are used running up to "x", "y", and "z", use the superior letter "x"; otherwise use superior multiple. Where other superior figures are used, the superior cipher should be used, and not the letter "o" nor a degree mark. Where other superior letters are used, the superior letter "o" should be used.

Follow copy as to  $a_1$ ,  $a_2$ ,  $1a$ ,  $1b$ , etc., or  $a^1$ ,  $a^2$ ,  $1^a$ ,  $1^b$ , etc. Copy should be followed in respect to the prime mark or superior "1", thus: "The wheels  $a'$  and  $a''$ " or "The wheels  $a^1$  and  $a^2$ ." Some typewriters use the prime mark for "1", after passing "9", as:  $a'^0$ ,  $a''$ ,  $a'^2$ , etc., which should be changed to  $a^{10}$ ,  $a^{11}$ ,  $a^{12}$ , etc. These latter cases should be indicated by the copy editor. Follow inferiors where so used in copy as:  $a_1$ ,  $a_2$ , etc.

Since typewriters use same character for figure 1 and lower-case l, cipher and cap O, all such characters will be printed as figures unless otherwise marked. When Greek letters are used, they should be identified by name.

Where copy has prime over the inferior mark the inferior goes first followed by prime, thus:  $a_2'$ , or  $a_2^3$ .

In foreign patents if apostrophes are used for primes, change to primes.

## SIGNATURES

Avoid dividing names. If name cannot be printed in 1 line with 1 em bear off each end, center as many words as possible, following style below on balance. The following are the proper indentions for trade-mark signatures, and should be followed:

JOSEPH BROWN. ☐

[L. s.]

THE CHAMPION  
HARDWARE COMPANY, ☐ ☐  
By NELSON T. HASENFLUE,  
*Secy.-Treas.* ☐

[L. s.]

THE STANDARD OIL  
COMPANY OF CALIFORNIA, ☐  
By H. D. COLLIER,  
*Vice-President.*

NORTHERN WISCONSIN  
CO-OPERATIVE TOBACCO POOL, ☐  
By A. C. JOHNSON,  
*Secretary.*

NAAMLOOZE VENOOTSCAP  
HERO CONSERVEN BRED, ☐ ☐  
By REINER AUGUST MARIE  
JOHAN JOSEPH JANSEN, ☐ ☐  
*Managing Director.* ☐

LAMAR & WHITMORE, BOOK ☐  
AGENTS, M. E. CHURCH, ☐  
SOUTH,  
By BENJ. A. WHITMORE,  
*Agent.*

ORPHAN ANNIE GREASELESS  
DOUGHNUT SHOP. ☐  
JOHN A. SMITH,  
*A Member of the Firm.*

Follow copy "Sec. & Treas." or "Secretary and Treasurer." Do not supply "By" in signatures.

The word "drawing" should always be singular in trade-marks.

Cuts must agree in every particular with the drawing.

Patent signatures should be borne off ☐ from right, longest line.

WILLIAM BUNION <sup>his</sup> X SMITH. ☐  
mark

- ☐ Witnesses to mark:  
☐ M. M. KITCHENS,  
☐ W. J. SPARKMAN.

## SAMPLES FOR GAZETTE WORK

(Adjudicated patents)

(C. C. A. Del.) Gibson patent, No. 1,166,758, for flow-controlling apparatus, claims 1 and 2 *Held* not infringed. *Gibson v. Smoot Engineering Corporation*, 40 F.(2d) 819.

(Adverse decisions in interference)

Pat. 1,699,418, M. H. Woodward, Telegraph system, decided November 27, 1930, claims 8, 9, 10, and 13.

## (Changes in classification)

Order No. 3,168, October 23, 1930, directs:

In class 178, *Telegraphy* (Division 16), establish the following subclasses and definitions:

**Systems**

☐ Automatic

☐ Printing

☐☐☐ 4.1 ☐☐☐ Remote control.

4.1. SYSTEMS, AUTOMATIC, PRINTING, REMOTE CONTROL. Systems coming under subclass 4 of remote control for starting and/or stopping printer motors at called or calling stations ☐☐☐ or both by either manually or automatically transmitted impulses or code.

Search this class, subclass 53.1.

Order No. 3,119, May 16, 1929, directs:

In class 167, *Medicines* (Division 43), abolish the following subclasses:

2 Capsules

4 Extracts

5 Hair dyes and tonics

7 Internal remedies

8 Plasters

9 Topical remedies

☐☐☐ 10 Veterinary

11 Tobacco substitutes

The patents formerly contained in these subclasses have been placed in class 167, subclasses 50-94, established in this order, in class 87, Oils, fats, and glue, subclass 23, Extracting, established in this order, and in class 131, Tobacco, subclass 67, Tobacco substitutes, established in this order.

In class 167, *Medicines* (Division 43), establish the following subclasses:

50 Medicines

51 ☐ Radioactive

☐☐☐ 52 Anæsthetics

53 Veterinary

54 Inhalants

55 Internal

50 Medicines—Con.

56 ☐ Laxative

57 ☐☐ Effervescent

58 Topical

59 ☐☐ Eye

## (Commissioner's Decisions)

EX PARTE ARBUCKLE

Decided June 11, 1929

## (Disclaimer)

1,593,400.—*Carl M. Gilt*, Brooklyn, N. Y. FREQUENCY CONVERTER. Patent dated July 20, 1926. Dis-  
☐☐ claimer filed November 12, 1930, by the assignee, *General Electric Company*.

## (Index)

Use Smith, Robert A. and E. B.—not Smith, Robert A., and E. B. Smith.

Use U. S. Army—not United States Army.

In labels and prints follow copy in capitalization of titles.

Where there are two or more inventors spell out the Christian name of only the first inventor. Abbreviate the rest.

Where the name of a city or State appears two or more times in succession, do not repeat the same, but use only once. Note the following:

Jones, Robert A., and W. R. Smith, Altoona, assignors to A. J. Robinson, Philadelphia, Pa.  
Smith, John C., Chicago, H. Brown and B. Stewart, Freeport, assignors to H. B. Franklin & Co., Chicago, Ill.

Scott, Robert A., and J. E. Smith, Chicago, and F. A. Baker, Decatur, Ill.

Robinson, John G. and E. F., and T. E. Jones, New York, N. Y.

Morris, Henry B., deceased (H. B. Skinner, executor), and C. A. Vanderveer.

Parker, John C., deceased, Buffalo, N. Y.; C. Brown, administrator.

Becht, Edward C., Newport, Ky., and H. W. Becht, Rising Sun, Ind.; said H. W. Becht assignor to said Edward C. Becht.

Du Pont, E. I., de Nemours & Company. (See Calcott, W. S., and Douglass, assignors.)

Moore, William R., jr., Hagerstown, Md., assignor to Deca-Disc Phonograph Company, Waynesboro, Pa. Remote control for talking machines. 1,787,392; Dec. 30.

Calcott, William S., and W. A. Douglass, Penns Grove, N. J., assignors to E. I. du Pont de Nemours & Company, Wilmington, Del. Retarding the deterioration of rubber. 1,787,064; Dec. 30.

Wilson, Clyde L., San Francisco, Calif. Powder puffs. 269,839; Apr. 22; Serial No. 292,918; published Feb. 11, 1930. Class 29.

## (Label and Print)

38,486.—*Title: FANCY HOTEL*. For Coffee. STANDARD BRANDS INCORPORATED, New York, N. Y.  
☐☐ Published November 6, 1930.

## (Patent suits)

[Notices under sec. 4921, R. S., as amended Feb. 18, 1922]

1,058,285, L. A. Young, Upholstery spring construction; 1,428,701, O. A. Michelis, Wire loop; 1,439,891, J. T. Holtfoth, Spring cushion structure, D. C., E. D. Mich., S. Div. Doc. 1818, L. A. Young Industries Inc., v. *Premier Cushion Spring Co.* Dismissed by consent Oct. 2, 1930.

Where matter runs over make a separate paragraph.

1,244,216. (See 1,558,436.) 1,244,217. (See 1,558,436.)

1,251,377. (See 1,173,079.) 1,273,627. (See 1,173,079.)



## (Published trade-mark)

Ser. No. 297,676. MICHAEL KNEILING, doing business as Kneiling Co., Tacoma, Wash. Filed Mar. 21, 1930. Under section 5b of the act of 1905 as amended in 1920.  
 All wording apart from the mark as shown on the drawing is disclaimed. The portrait forming a feature of the mark is the portrait of the applicant.  
 For Welding, Brazing, and Soldering Fluxes.  
 Claims use since Nov. 1, 1929.

## (Registered trade-marks)

276,977. BRASS SWIVELS AND BRASS RINGS. H. A. B. SNEVE, doing business as H. A. B. Sneve □□ Company, San Francisco, Calif.

Filed November 1, 1939, Serial No. 291,893. PUBLISHED AUGUST 19, 1930. Class 13.

Note style below for assignment of registered trade-marks:

239,476. SLOW-OPERATING VALVE. FLOYD L. SCOTT, Houston, Tex., assignor to Hughes Tool □□ Company, Houston, Tex., a corporation of Texas.

Filed July 16, 1928, Serial No. 734,692. PUBLISHED JULY 7, 1930. Class 31.

Trade-mark registered under act of March 19, 1920:

278,120. (CLASS 39. CLOTHING.) THE DALLAS CO., Des Moines, Iowa. Filed Sept. 16, 1929, Serial No. 289,821.

For Women's and Misses' Ready-Made Dresses.

Claims use since Aug. 29, 1929.

If registered trade-mark jacket does not carry a date published in the Gazette, note whether file is marked "Publication waived", in which case "Published" and date are omitted.

## SAMPLES OF HEADINGS

## (Straight reissue)

Original No. 1,087,735, dated February 17, 1914, Serial No. 762,048, April 18, 1913. Application for reissue May 15, 1916, Serial No. 913,970

## (Reissued design)

Original No. 37,504, dated August 8, 1905, Serial No. 262,949, March 10, 1902, for 14 years. Application for reissue January 14, 1913, Serial No. 742,086. Term of patent 14 years

## (Divisional application)

Original application May 21, 1900, Serial No. 17,360. Divided and this application July 20, 1903, Serial No. 163,658

## (Continuation of application)

Continuation of application Serial No. 341,560, May 3, 1904. This application June 2, 1905, Serial No. 450,632

## (Renewed before reissue)

Original application May 20, 1898, Serial No. 480,550. Renewed August 10, 1901, Serial No. 12,640. Original No. 720,230, dated March 3, 1903. Application for reissue February 6, 1908, Serial No. 414,653

## (Renewed and divided before reissue)

Original application May 20, 1898, Serial No. 681,202. Renewed August 10, 1901, Serial No. 710,635. Divided and application February 7, 1902, Serial No. 930,110. Original No. 720,777, dated March 3, 1904. Application for reissue February 9, 1910, Serial No. 414,652

## DIVISION A

(Set "Division A" in 7½-point Ionic capitals and lower-case)

Original No. 975,935, dated November 15, 1910, Serial No. 480,510, March 15, 1905. Application for reissue May 15, 1913, Serial No. 767,921

## DIVISION B

(Set "Division B" in 7½-point Ionic capitals and lower-case)

## (Reissue of a reissue)

Original No. 1,056,794, dated March 25, 1913, Serial No. 481,582, May 30, 1910. Reissue No. 14,023, dated November 30, 1915, Serial No. 14,559, March 15, 1915. This application for reissue September 25, 1919, Serial No. 326,421

## (Renewal of a renewed and divided specification)

Original application January 2, 1909, Serial No. 326,784. Renewed July 7, 1911, Serial No. 367,428. Divided and this application August 10, 1912, Serial No. 726,184. Renewed March 9, 1913, Serial No. 786,477

## (Division of two applications)

Original applications May 10, 1907, Serial No. 372,980, and December 11, 1908, Serial No. 467,087. Divided and this application March 28, 1910, Serial No. 552,082

## (Continuation of renewal)

Original application February 4, 1903, Serial No. 141,817. Continuation of renewed application February 23, 1905, Serial No. 246,916. This application June 29, 1905, Serial No. 267,527



The following sample heads are intended to serve as a general guide to the reader. Should any unusual construction occur which is not covered herein, the referee should be consulted before changing the form in which it is set.

"Territory of" should be inserted and queried before "Hawaii" and "Alaska" if omitted from jacket. In Canadian patents supply name of Province and query.

[In trade-marks where applicant has a number of places for doing business use commas and semicolons]  
Kingman & Company, Limited, Indianapolis, Ind.; Richmond, Va.; Philadelphia, Pa.; and New York, N. Y.

[Note comma after name of administratrix when followed by an assignment, and its omission in the second sample]

Leslie G. S. Slocum, San Francisco, Calif.; Frances J. Knauss, administratrix of said Leslie G. S. Slocum, deceased, assignor to the Brewer Tichener Corporation

William J. Gaven, Wilkes-Barre, Pa., and Michael Fried, Mount Vernon, N. Y.; Mary E. Gaven administratrix of said William J. Gaven, deceased

[Copy should be followed in the use or omission of the word "by" shown in the two samples following, the second form being used when executrix files application. Notice that the semicolon is supplanted by comma when "By" is inserted and that the words "deceased, late of" follow name of patentee]

Edmund C. Morgan, New York, N. Y.; Olive Eugenie Morgan executrix of said Edmund C. Morgan, deceased

Edmund C. Morgan, New York, N. Y., by Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased, assignor to John Smith

[When executrix has made application]

Edward L. Watrous, deceased, late of El Paso, Tex., by Agnes B. Watrous, executrix, Evanston, Ill.

[Notice that "and" is supplied when inventors are from different cities]

Ralph Edward Ogden, Cornwall, N. Y., and Charles C. Thompson, Plainfield, and Arthur R. Van Tassel, Bayonne, N. J., assignors, by mesne assignments, to J. Edward Ogden, Mountainville, N. Y.

[Address of a patentee in the armed forces of the United States is not usually given, but should be printed when written on file]

John V. Rowan, United States Army, Aurora Heights, Va.

[Form when assignment was made before the death of one patentee]

Henry Phillips, Ottumwa, and William E. Hunt, deceased, late of Ottumwa, Iowa, by Josephine Hunt, administratrix, Ottumwa, Iowa; said Henry Phillips and William E. Hunt assignors to Ottumwa Box Carloader Company, Ottumwa, Iowa, a corporation of Iowa

[When assignment is made by executrices]

Alonzo E. Rhodes, deceased, late of Dover-Foxcroft, Maine, by Annie Maria Boswell and May Margaret Boswell, executrices, Dover-Foxcroft, Maine, assignors to Draper Corporation, Hopedale, Mass., a corporation of Maine

[When township is given, county should also follow]

Charlie J. Jerson, Baldwin Township, Sherburne County, Minn.

[Showing position of copartnership in an assignment]

Harry Glaberman, Brooklyn, N. Y., assignor to National Form & Fixture Co., a copartnership composed of Harry Glaberman and Samuel Silverman, Brooklyn, N. Y.

["Doing business as" or "Trading as" follows name of inventor]

Henry T. Roberts, doing business as H. T. Roberts Co., Chicago, Ill.

["Now by change of name" follows residence]

Henry T. Roberts, Chicago, Ill., now by change of name H. T. Roberts Co.

#### SAMPLE APPLICATION LINES

Application April 22, 1926, Serial No. 103,823. In Great Britain February 11, 1926

Application September 23, 1920, Serial No. 412,224. Renewed April 2, 1927

Application April 27, 1920, Serial No. 37,075. Renewed July 7, 1922, Serial No. 573,454

Application May 2, 1927, Serial No. 188,349. Renewed October 11, 1927. In Great Britain April 12, 1926

Application May 12, 1924, Serial No. 712,721. In the Netherlands May 28, 1923

Application November 11, 1926, Serial No. 147,785. In the Union of South Africa January 5, 1926

No Drawing. Application January 15, 1924, Serial No. 686,427. In Italy January 26, 1923

No Drawing. Application December 20, 1924, Serial No. 757,297. Renewed October 1, 1927

Original application July 24, 1922, Serial No. 577,035, now Patent No. 1,543,416, dated June 23, 1925.

Divided and this application August 6, 1924, Serial No. 730,429. In Canada May 30, 1924

Congressional  
Record

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index



# CONGRESSIONAL RECORD

## RULES OF THE JOINT COMMITTEE ON PRINTING

Attention is called to the following extracts from the rules of the Joint Committee on Printing for the publication of the Record:

3. The Public Printer shall print the verbatim report of the proceedings and debates of the Senate and House of Representatives, as furnished by the official reporters of the Congressional Record, in 7½-point type; and all matter included in the remarks or speeches of Members of Congress, other than their own words, and all reports, documents, and other matter authorized to be inserted in the Record shall be printed in 6½-point type; and all roll calls and lists of pairs shall be printed in 6-point type.

7. If copy or proofs have not been returned in time for publication in the proceedings, the Public Printer will insert the words "Mr. ——— addressed the Senate (House or Committee). His remarks will appear hereafter in the Appendix", and proceed with the printing of the Record.

9. When leave has been obtained to print (1) a speech not delivered in either House, (2) a newspaper or magazine article, or (3) any other matter not germane to the proceedings, the same shall be published in the Appendix, but this rule shall not apply to quotations which form part of a speech of a Member, or to an authorized extension of his own remarks. The official reporters of each House shall indicate on copy and prepare headings for all matter to be printed in the Appendix, and shall make suitable reference thereto at the proper place in the proceedings. Any Member may, upon request noted on the manuscript, have an authorized extension of his own remarks printed in the Appendix.

## GENERAL RULES

The rules governing document work apply to the Congressional Record, except as may be noted herein. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

All extracts are set in 6½-point type unless otherwise ordered by the Joint Committee on Printing.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be given to operators when necessary, as the general style will depend upon the character of the matter.

In general, operators should avoid wide spacing, especially in break lines and lines containing many points.

In resetting lines when correcting proof, operators must exercise great care to have such lines free from error.

Extreme caution must be used in making corrections in copy, and no important change should be made without authority.

Observe the lists of names of Senators and Members, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Members, or department officials. In case of doubt, the Congressional Directory will be taken as authority.

Small-cap center heads in speeches, also headings over tables, leader work, and subheads following main subject heading in the proceedings will be set in 6½-point.

Queries must not be made unless it is known that the author is to see a proof.

## CAPITALIZATION

(See also Guide to Capitalization, p. 25)

It must be borne in mind that one general style of capitalization is to prevail on Record and document work.

In Senate and House proceedings and Senate and House Journals use rule VI, rule XVI, etc.

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, though appearing in citations.

If the name of a Senator or a Member is used in connection with a bill or other paper, as the Glass bill, the Smith amendment, etc., lower-case; but SMITH's amendment, etc.



The names of Members and Members-elect of both branches of the Congress will be printed in caps and small caps if mention is made of them. This applies also to eulogies, and notices of or references to eulogies, of deceased Senators or Members.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in lower-case in votes, in lists set in columns, in the list of standing and select committees, in groups (three or more) of names of Members and non-Members, in contested-election cases, and in lists of pairs. (See under Pairs, p. 193.)

Observe that the names of all persons not certified Members of Congress are to be set in lower-case: that is, names of secretaries, clerks, messengers, and others.

Follow capitalization of proposed boards, commissions, services, etc., in reprints of bills and titles thereof, but not in extracts.

## CONTRACTIONS

If in a Senator's or a Member's language the copy shows such contractions as *don't*, *can't*, *won't*, *didn't*, *couldn't*, and *wouldn't*, spell in full, as *do not*, *cannot*, *will not*, *did not*, *could not*, and *would not*. This is not intended to apply to extracts and anecdotes. The abbreviation *etc.* must be made to read *and so forth*, except in extracts.

## FIGURES

(See also Numerals, p. 95)

If an expression contains two or more enumerations, some definite and others indefinite (or not accompanied by subject), spell the indefinite and put the definite in figures (unless under 10), as four or five thousand spent out of \$6,000 appropriated; \$300 saved and a thousand dollars spent; a hundred dollars is more to me than \$500 to you or one thousand to him; if copy reads "six millions of dollars", it must be changed to read "\$6,000,000."

Use figures for all enumerations of weights and measures and duration of time.

All grouped enumerations, any of which is 10 or more, are to appear in figures in examples such as the following: There were 20 males and 8 females, 28 in all; six horses; 10 horses; six horses, nine sheep, and five cows; 25 bulletins, containing 352 pages; the population of Chicago is more than 2,000,000; a hamlet of 18 persons. If complicated, and if enumeration is 100 or less, spell, as twenty-five 6-inch guns, two ¾-inch boards, ten 5-cent pieces, 125 6-inch guns, etc.

Isolated numbers of 10 or more, as 50 guns, 10 trucks, 11 soldiers, etc.

If sums of money are used as adjectives, express in figures, as a 5-cent piece, a \$10 note, a \$1,000 house, a \$1,000,000 expenditure, a \$1,200 clerk (even if copy reads a *twelve-hundred-dollar clerk*):

If an expression of weight or measure is used as an adjective, use figures, as, a 1-foot rule, a 2-bushel basket, a 5-acre lot, a 4-ton stone, a 3-pint pail, a 1-grain pill, a ½-inch pipe.

Follow copy in such expressions as twelve hundred gallons were used, fourteen hundred dollars was expended, or 1,200 gallons were used, \$1,400 was expended; a thousand dollars, a hundred pounds, two thousand million dollars.

## ITALIC

In titles of cases use italic, with lower-case roman v., including contested-election cases, as *Smith v. Brown*. In roman small-cap lines use a lower-case italic v. for versus.

Names of vessels must be set in italic in all cases.

If it is desired that italic should be used other than as provided for herein, the word or words must be underscored and "Fol. ital." written on each folio. Do not construe this to mean "*Ordered*", "*Resolved*", "*Be it enacted, etc.*", titles following signatures or addresses, or the part of date lines which should be set in italic.

The prayer delivered in either House must be set in 7½-point roman. If prefaced or followed by a quotation from the Bible such quotation must be set in 7½-point italic.

## MISCELLANEOUS

Do not quote any communication carrying date and signature.

Do not put quotation marks on center heads in 6½-point extracts unless center heads belong to original matter.

In newspaper extracts put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lower-case for date. Connect date and extract by an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of paragraph. (See p. 124 under Date Lines, and p. 195 under Credits.)

Except in bill work proper, each *Whereas* in a preamble must begin a new paragraph. The *Therefore* *be it* must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore*, but must not be supplied when not in copy. Note the following:

*Whereas* it has been deemed advisable to, etc.: *Therefore* *be it*

*Resolved*, That the committee, etc.

Use single punctuation in citations of cases and statutes, as *Brown v. Robinson* (122 U. S. 329; R. S. p. 310, sec. 1748).

In the case of *Smith* against *Brown*. (A general or casual reference to a case.)

In the case of *Smith v. Brown* (122 U. S. 329). (A citation of a specific case.)

In One Hundred and Twenty-fourth United States Reports, page 329.

Indent star lines 2 ems on each side. Use seven stars.

If a title is used as part of the name of an organization, vessel, etc., spell, as General U. S. Grant Post, No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* should be set in 6½-point caps, preceded by a 3-em dash.

In extracts containing votes the names must be run in, as Lewis of Maryland, Maverick, and Ramspeck, etc.

In Senators' or Members' language, if the copy indicates *number*, use the abbreviation *no.*; when the word is *numbered*, use that form.

In text, reference to Senate and House reports and Senate and House executive and miscellaneous documents the *No.* must always be used, whether in copy or not, as House Report No. 75, Executive Document No. 20, Miscellaneous Document No. 37.

In the Senate, under House Bills Referred, Message from the House, Enrolled Bills Signed, Concurrent Resolutions Referred, Presidential Approvals, and in lists of bills and resolutions, the numbers must come first and read "An act" (or resolution), whether in copy or not, as "H. R. 722. An act", etc. In the House the same rule applies under Message from the President, Enrolled Bills Signed, Message from the Senate, Concurrent Resolutions Referred, and Senate Bills Referred. This means that bills and resolutions received in the House from the Senate or in the Senate from the House, when in lists, shall have the number begin the paragraph.

Seven-and-a-half-point breaks in 6½-point matter should be paragraphed, as follows:

The report goes on to say that—

Observe this closely—

during the fiscal year 1934 there were, etc.

## USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in small caps when in parentheses or brackets, or when sentence is in the passive voice. See also note on roll calls, p. 190.]

On motion by (or of) Mr. LEWIS of Maryland, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. BULKLEY in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. DARROW's amendment was adopted.

Mr. BROWN of Georgia took the floor and yielded to Mr. GRAY of Indiana.

During the roll call,

Mr. EAGLE said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterwards.

SEVERAL MEMBERS. I object.

Mr. ASHURST, Mr. BORAH (and others). Let it be read.

Mr. BYRNES (and others). Yes.

Mr. BYRNES (and other Members). No.

Mr. THOMAS of Utah objected.

Mr. CANNON of Missouri addressed the Chair.

Mr. PATMAN rose.

Mr. ROBINSON of Utah resumed the floor.

The ACTING SECRETARY. In line 11, after the word "Provided", it is proposed, etc.

Mr. COOPER of Ohio was recognized, and yielded his time to Mrs. KAHN.

Mr. JOHNSON entered the Chamber.

Mr. McADOO, a Senator from the State of California, appeared in his seat today.

Mr. SEGER and Mr. MALONEY rose to a point of order.

The SPEAKER proceeded to put the question on the motion of Mr. HOBBS.

The CHAIRMAN appointed Mr. UMSTEAD and Mr. TAYLOR of Tennessee as tellers.

Mr. BECK. I desire to withdraw my vote of "no" and vote "present."

The Clerk called the name of Mr. CRAVENS, and he answered "Present."

If a group of Members' names makes more than one line, they will be set in caps and small caps in all cases.

[If a Senator's name is used following a roll call to secure a quorum, set in caps and small caps for the sake of good typographic appearance. Note the following:]

Mr. WALSH of Massachusetts entered the Chamber and answered to his name.

The Secretary proceeded to call the roll, and Mr. ASHURST answered "aye."

Mr. JOHNSON and Mr. BORAH entered the Chamber and answered to their names.

After some delay, Mr. LA FOLLETTE entered the Chamber and answered to his name.

[Note that in 6½-point extracts only an en quad is used after the name of the person speaking, as in the following:]

Mr. DARROW. I think this bill is so well understood that no time will be required for its discussion.

Mrs. KAHN. Does this bill come from the Committee on Commerce?

The SPEAKER. It does.

## PUNCTUATION

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Public Lands and Surveys with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and to be printed.

The Secretary read the bill; and, by unanimous consent, the Senate, as in Committee of the Whole, proceeded to its consideration.



Mr. RICH, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. HEALEY. Regular order! [or Division!]

Mr. WEAVER. Regular order, Mr. Chairman.

The Jones bill, to pension soldiers and sailors of the Civil War.

My friend the Senator from Massachusetts said it was a mistake.

Mr. LA FOLLETTE addressed the Senate. After having spoken for 35 minutes,

Mr. CAPPER. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. HAINES. Mr. Speaker, that has been agreed to.

[Note use of interrogation mark in the following:]

Mr. DAVIS. Mr. President, what does this mean?—

We have never received a dollar of this amount.

## PARENTHESES AND BRACKETS

Mr. DIES. Mr. Speaker, I now yield 5 minutes to the gentleman from Massachusetts [Mr. CONNERY].

[Mr. CONNERY then resumed and concluded his remarks as above printed.]

(Mr. CROSSER of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

[Note use of parentheses and brackets in lines above.]

Mr. CANNON. There is no "may not" about it. Here is the form in which they are printed [exhibiting].

Mr. RAYBURN. I am in hopes we shall be able to secure a vote on the bill tonight. ["Vote!" "Vote!"]

Mr. JONES (at 6 o'clock and 35 minutes p. m.). I move that the House adjourn. ["No!" "No!"]

Mr. FISH (to Mr. McSWAIN). Are these vessels of iron?

Mr. HULL. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote!" "Vote!"]

Mr. HOEPPPEL (one of the tellers). I do not desire to press the point that no quorum has voted.

The CHAIRMAN (after a pause). If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. FISH. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. TREADWAY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman— [Cries of "Regular order!"]

Mr. HARLAN was recognized and said: I will yield 3 additional minutes to the gentleman from Wisconsin.

Lay on, Macduff;

And damn'd be him that first cries, "Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The House accordingly resolved itself into the Committee of the Whole on the Private Calendar (Mr. KERR in the chair) and proceeded to the consideration of pension business on the Private Calendar.

The CHAIRMAN (rapping with his gavel). Debate is exhausted.

Mr. McFARLANE (reading):

When in the course of human events, etc.

[Mr. BARBOUR's speech will be published entire after it shall have been completed.]

[Or the following, which this Office is authorized to insert, observing that two leads are used on each side of "withhold" lines:]

[Mr. CAPPER addressed the Senate. His remarks will appear hereafter.]

[Mr. HALLECK addressed the Committee [or House]. His remarks will appear hereafter.]

[Names of Senators or Members, if supplied by reporters in remarks of Members of Congress, must appear in brackets, unless some other title than Mr. be used, when it will be considered that the gentleman speaking mentioned the other gentleman's name, as in the following examples:]



Mr. BURCH. The gentleman from Washington [Mr. WALLGREN] stated that he would support the measure.

Mr. COOPER of Ohio. The gentleman from Washington, Captain WALLGREN, stated that he would support the measure.

## VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as ayes 52 and noes 65, or 52 ayes and 65 noes, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. TAYLOR of Colorado was not agreed to.

So (two-thirds voting in favor thereof) the rules were suspended, and the bill was passed.

The Committee divided amid confusion; and after the vote was completed,

The CHAIRMAN. On this question the tellers report—ayes 99, noes 101.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. DRIVER to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

So (two-thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two-thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and in the opinion of the Chair two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. TINKHAM's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

Tellers were ordered, and Mr. KELLY and Mr. MEAD were appointed.

The SPEAKER. The Chair appoints as tellers the gentleman from Oklahoma, Mr. DISNEY, and the gentleman from Wisconsin, Mr. WITHROW.

The House again divided; and the tellers reported—ayes 113, noes 33.

On the question of ordering the yeas and nays there were ayes 30.

The yeas and nays were ordered, 55 Members voting in favor thereof.

On the question of ordering the yeas and nays there were—ayes 21, noes 93; less than one-fifth voting in the affirmative.

The question was taken; and there were on a division (demanded by Mr. MAPES)—ayes 69, noes 66.

On the question of ordering tellers there were ayes 20, not one-fifth of a quorum.

The question was taken upon ordering tellers, and there were 19 in the affirmative, not one-fifth of a quorum.

Tellers on the yeas and nays were not ordered, only 17 Members voting therefor, not one-fifth of a quorum.

The previous question was ordered, and under the operation thereof the bill was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The previous question was ordered, and under the operation thereof the amendment was agreed to.

The question being taken on the motion of Mr. TARVER, it was agreed to; there being—ayes 141, noes 14.

## VOTING BY YEAS AND NAYS

## Senate.

The roll call was concluded; and the result was announced—yeas 27, nays 31, as follows:

The yeas and nays were ordered; and being taken, resulted—yeas 18, nays 32, as follows:

The question being taken by yeas and nays, resulted—yeas 37, nays 29, as follows:

Mr. HATCH called for the yeas and nays, and they were ordered; and being taken, resulted—yeas 27, nays 23, as follows:

YEAS—27			
Ashurst	Carey	Fletcher	McNary
Austin	Clark	Frazier	Neely
NAYS—23			
Bailey	Chavez	Glass	McKellar
Bankhead	Connally	Gore	Murray
NOT VOTING—46			
Bone	Coolidge	King	Pope
Borah	Costigan	Keyes	Russell

## House.

The yeas and nays were ordered.

The question was taken; and there were—yeas 76, nays 204, answered “present” 7, not voting 146, as follows:

The question being taken, there were—yeas 197, nays 70, answered “present” 3, not voting 173, as follows:

The question was decided in the affirmative—yeas 193, nays 57, answered “present” 4, not voting 179, as follows:

The question on agreeing to the report of the committee of conference was taken; and there were—yeas 212, nays 82, answered “present” 5, not voting 134, as follows:

The question was taken; and there were—yeas 124, nays 111, answered “present” 2, reported by tellers 1, not voting 195, as follows:

[Roll No. 116]			
YEAS—124			
Allen	Carlson	Patterson	Rich
Adair	Cary	Peyser	Rudd
NAYS—111			
Bell	Blanton	Cox	Seger
Bland	Boylan	Dear	Sirovich
ANSWERED “PRESENT”—2			
	Fuller		Green
REPORTED BY TELLERS—1			
Aswell			
NOT VOTING—195			
Brooks	Casey	Hull	West

[If the Speaker votes, his name is not used, but at the end of the “yeas” or “nays”, according to his vote, insert: The Speaker.]

## PAIRS

[Pairs must be set in 6-point solid. The word *with* must always be used in pairs in the House, not *and*; and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—not Mr. Smith and Mr. Jones. Note use of lower case for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Gifford (for) with Mr. Ramspeck (against).

Mr. Perkins (for) with Mr. Parsons (against).

Mr. Short (who would vote “aye”) with Mr. Tarver (who would vote “no”).

For this day:

Mr. Hope with Mr. Bulwinkle.

Until further notice:

Mr. Palmisano with Mr. Rich.

Mr. MILLER. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. Focht, I withdraw my vote.

Mr. DARROW. Mr. Speaker, I am paired with the gentleman from Illinois, Mr. SABATH, so I will withdraw my vote. I desire to announce on behalf of my colleague, Mr. FENERTY, that he was called from the Hall a few moments ago. He is paired with the gentleman from Kentucky, Mr. GREGORY; but if present and not paired, he would vote "yea."

[In House pairs do not use brackets when Members are referred to by name. In Senate pairs observe following use of brackets:]

Mr. BORAH (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. WALSH]. If he were here, I should vote "yea."

### CALL OF THE HOUSE

Mr. DICKSTEIN. I move that there be a call of the House.

The motion was agreed to.

The Clerk called the roll, and the following Members failed to answer to their names:

[Roll No. 106]

Allen  
Arnold  
Burch

Dies  
Dietrich  
Duncan

Kelly  
Kennedy, Md.  
Kerr

Meeks  
Montet  
Wilcox

The SPEAKER. The doors will now be closed, and the Clerk will call the list of absentees for excuses.

The Clerk called the absentees, as follows:

Mr. CANNON of Wisconsin: No excuse offered.

Mr. STARNES.

Mr. OLIVER. I have been requested to announce that Mr. STARNES was obliged to go to his room. I ask that he be excused for this day.

There was no objection.

Mr. BURDICK: No excuse offered.

### FORMS OF TITLES

[Always in roman lower case, flush and hang or center]

Joint resolution authorizing the Secretary of the Treasury to issue 2-percent bonds or certificates in exchange for bonds bearing a higher rate of interest

*Resolved, etc.,* That the Secretary of the Treasury be, and he is hereby, etc.

H. R. 4487

A bill to authorize the Rock Island & Southwestern Railway Co. to construct a bridge over the Mississippi River at New Boston, State of Illinois

*Be it enacted, etc.,* That it shall be lawful for the Rock Island & Southwestern Railway Co., a corporation organized under the general incorporations, etc.

[Always abbreviate resolving and enacting clauses of congressional measures as given above, except the following and concurrent resolutions:]

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled (two-thirds of each House concurring therein),* That the following amendment to the Constitution of the United States be proposed to, etc.

Memorial of the settlers of southern Colorado

*To the Senate and House of Representatives of the United States in Congress assembled:*

The undersigned executive committee of the settlers of southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

### ADDRESSES AND SIGNATURES

[Two to eight independent signatures, with or without titles, are alined on the left and the longest name is indented 1 em on the right if no title follows.]

*To the honorable Senate and House of Representatives of the United States of America now assembled at Washington, D. C.:*

The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies that they are advised that certain persons are, etc.

JAMES G. GREEN.  
W. H. H. SOUTHERLAND.  
F. F. FLETCHER.  
C. C. WILSON.



[More than eight signatures, with or without titles, are set full measure, caps and lower-case, run in, indented 3 and 5 ems, as follows:]

Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Goschen, attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, Symons & Co.; Henckel du Boisson & Co.; Hoare, Miller & Co., by George Miller; Geo. F. Selby, president Acme Ice Co.

### CREDITS

The collector of the general committee has an alphabetical book which contains the names of persons and the amount each individual is required to pay. (Harlan Committee, H. Rept. No. 313, 70th Cong., 3d sess., pp. 250, 251.)

[From the Rochester (N. Y.) Democrat and Chronicle]

#### MR. MEAD'S STATEMENT

No fair-minded person can read the very clear and explicit statement made by Mr. MEAD to a representative of this journal without being convinced, etc.

### EXTRACTS

[Extracts must be set in 6½-point unless ordered otherwise by the Joint Committee on Printing, and the operator will be expected to so set them, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to casual quotations of a few words in speeches.]

Mr. SHIPSTEAD. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late Rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[An address of the President when delivered outside of Congress or referred to as an extract will be set in 6½-point.]



## FORMS OF SPEECH HEADS

[Headings over speeches must be set solid in case 131, caps and lower-case, regardless of the number of lines such headings make, unless other instructions are given by the foreman. Do not use more leads than are indicated in the following heads:]

## President's Message

Case 131

[1 lead]

[1 lead]

## SPEECH

Case 121

[1 lead]

OF

6½-pt. Ionic s. c.

[2 leads]

## HON. ROBERT CROSSER

Case 123

[1 lead]

OF OHIO

Case 119

[2 leads]

## IN THE HOUSE OF REPRESENTATIVES

Case 120

[2 leads]

Friday, July 12, 1935

7½-pt. Ionic ital.

[2 leads]

The House in Committee of the Whole House on the state of the 6½-pt. Ionic Union had under consideration the President's message.

Mr. CROSSER of Ohio. Mr. Chairman, I hope the few 7½-pt. Ionic remarks I make this afternoon during this talkfest, which is costing the American taxpayer money, will be helpful.

Saturday, June 11, 1935

7½-pt. Ionic ital.

The House in Committee of the Whole House on the state of the 6½-pt. Ionic Union had under consideration the conference report on H. R. 7912, the agricultural appropriation bill.

Mr. RANDOLPH. Mr. Chairman, I believe in that old 7½-pt. Ionic saying that an ounce of prevention is better than a pound

[Always *Mr. Speaker* on "leaves to print" and on speeches delivered before the House; but on speeches delivered when the House is in Committee of the Whole, etc., *Mr. Chairman* is the correct form.]

## Government Expenditures and Education

Case 131

[1 lead]

[1 lead]

## EXTENSION OF REMARKS

Case 121

[1 lead]

OF

6½-pt. Ionic s. c.

[2 leads]

## HON. KARL STEFAN

Case 123

[1 lead]

OF NEBRASKA

Case 119

[2 leads]

## IN THE HOUSE OF REPRESENTATIVES

Case 120

[2 leads]

Thursday, April 11, 1935

7½-pt. Ionic ital.

[2 leads]

RADIO ADDRESS OF HON. KARL STEFAN, OF NEBRASKA,  
TUESDAY, APRIL 9, 1935

6½-pt. on 7  
Ionic caps

Mr. STEFAN. Mr. Speaker, under leave to extend my re- 7½-pt. Ionic marks in the RECORD, I include the following radio address which I made recently:

I wish to thank the National Broadcasting Co. for giving me 6½-pt. Ionic this opportunity to speak to you. It is a great treat to me to

[In "extension of remarks" speeches the following words may be used under the italic date line when they are supplied by the author; set flush and hang when three lines or more, center when less than three lines:]

On House Resolution No. 214 and impeachment charges preferred 6½-pt. Ionic against Hon. Samuel Alschuler, judge of the United States Circuit Court of Appeals for the Seventh Circuit, by Hon. EVERETT M. DIRKSEN, of Illinois

## CONGRESSIONAL PROCEEDINGS

[The headings *Senate* and *House of Representatives* are to be in case 133 caps, centered across page, and the date lines to be in case 121 caps and small caps, also centered. In the Record proper use only one lead above and below heads and extracts, except the heads *Senate* and *House* and date line.]

## SENATE

WEDNESDAY, JULY 17, 1935

The Chaplain, Rev. Z. Barney Thorne Phillips, D. D., LL. D., offered the following prayer:

## NAMING A PRESIDING OFFICER

The Secretary, Edwin A. Halsey, read the following communication:

UNITED STATES SENATE,  
PRESIDENT PRO TEMPORE,  
Washington, D. C., July 17, 1935.

*To the Senate:*

Being temporarily absent from the Senate, I appoint Hon. FRANCIS T. MALONEY, a Senator from the State of Connecticut, to perform the duties of the Chair this legislative day.

KEY PITTMAN,  
*President pro tempore.*

Mr. MALONEY thereupon took the chair as presiding officer.

The reading clerk proceeded to read the Journal of the proceedings of the legislative day of Friday, July 12, 1935, when, on the request of Mr. KING and by unanimous consent, the further reading was dispensed with, and the Journal was approved.

## MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Rippon, its enrolling clerk, announced that the House had passed a concurrent resolution (H. Con. Res. 25) providing for the employment of telephone operators in the Capitol telephone exchange, in which it requested the concurrence of the Senate.

## PETITIONS AND MEMORIALS

Mr. WAGNER presented a resolution approved and endorsed by George U. Harvey, president of the Borough of Queens, and a committee of ex-service men, all of New York City, N. Y., favoring the adoption of a program including on each recurring Armistice Day (Nov. 11) "roll call", to be sounded at 11 a. m. from the United States Capitol Building, with 2 minutes of silence, and then "taps", as a national symbol in commemoration of those who made the supreme sacrifice in the World War, and also a dedication of the living to the service of the Republic, which, with the accompanying papers, was referred to the Committee on the District of Columbia.

Mr. COPELAND presented resolutions adopted by members of Brest Post, No. 2566, Veterans of Foreign Wars of the United States, of Bayside, Long Island, N. Y., protesting against the passage of the so-called Hill bill, being House bill 12448, to clarify and amend the emergency officers' retirement act, etc., which were referred to the Committee on Military Affairs.

He also presented a resolution adopted by members of the Russian National Mutual Aid Society, of Buffalo, N. Y., protesting against the passage of the so-called Dies bill, being the bill (H. R. 12044) to provide for the exclusion and expulsion of alien Communists, which was ordered to lie on the table.

[Observe Senate copy in form of petitions and memorials, and follow Office style in use of figures, spelling numbers under 10. (See p. 188.)

Observe the following forms of capitalization and punctuation:

The First Presbyterian Church of Boxtown; the Luther Memorial Church, of Carrville; the Woman's Christian Temperance Union of Beansburg; the Moody Temperance Union, of Clayton; General U. S. Grant Post, No. 25, Grand Army of the Republic; Local Union No. 1133, of Bridgeton; Popcorn Grange, No. 47, of Craddock; A. K. Jones and seven others, of Akron; T. P. Loud and other citizens of Boston; Union No. 6, International Association of Machinists, of Brockton; the Times, of Cass; the Board of Trade of Trenton; the City Council of Princeton; the Braintree Shoe Co., of Braintree; the First National Bank of Bladensburg; the Brady National Bank, of Hyattsville; the Society of Christian Endeavor of Riverdale; and the Yarmouth Bridge Co., of Baltimore, all in the State, etc., praying, etc. When a name and a number or address of a society or institution are given, use the comma before No. or of.]

## REPORTS OF COMMITTEES

Mr. ASHURST, from the Committee on Public Lands and Surveys, to which was referred the bill (S. 1099) to amend section 2372 of the Revised Statutes, reported it with an amendment and submitted a report (No. 213) thereon.

Mr. SHEPPARD, from the Committee on Military Affairs, to which were referred the following bills, reported them each with an amendment and submitted reports thereon:

S. 1541. A bill for the relief of J. P. D. Shiebler (Rept. No. 177); and

H. R. 1475. A bill providing for a grant of land to the State of Washington for a biological station and general research purposes (Rept. No. 178).

[Observe that the comma is left out after a Senator's or a Member's name when followed by *of* and the State. This applies only to Senators or Members whose names are duplicated, or to enumerations of Senators or Members, as, Mr. WALSH of Massachusetts, Mr. THOMAS of Oklahoma, and Mr. MINTON of Indiana were appointed, etc., and is not intended to apply to other than Senators or Members, or when the Christian name or initials are given, as Mr. Blank, of Wyoming; Mr. EDWARD A. KELLY, of Illinois.

Observe that the *No.* is dropped from the title of bills in every case where *S.* or *H. R.* is used, and instead of S. No. 1069 or H. R. No. 4321 it is S. 1069 and H. R. 4321.]

## ENROLLED BILL AND JOINT RESOLUTION PRESENTED

Mr. VANDENBERG (for Mrs. CARAWAY), from the Committee on Enrolled Bills, reported that on yesterday, July 16, 1935, that committee presented to the President of the United States the following enrolled bill and joint resolution:

S. 3154. An act authorizing the conveyance of certain lands to the city of Fallon, Nev.; and

S. J. Res. 148. Joint resolution to permit a compact or agreement between the States of Idaho and Wyoming respecting the disposition and apportionment of the waters of the Snake River and its tributaries, and for other purposes.

## BILLS AND JOINT RESOLUTION INTRODUCED

Bills and a joint resolution were introduced, read the first time, and, by unanimous consent, the second time, and referred as follows:

By Mr. ROBINSON:

A bill (S. 4957) granting an increase of pension to Elizabeth Hippenheimer (with accompanying papers); and

A bill (S. 4958) granting an increase of pension to Michael Burger (with accompanying papers); to the Committee on Pensions.

By Mr. FRAZIER (for Mr. WHEELER):

A bill (S. 4960) to reduce the area of the Fort Peck irrigation project in the State of Montana; to the Committee on Indian Affairs.

By Mr. COPELAND:

A joint resolution (S. J. Res. 193) amending the appropriation bills for the Interior Department, and the Departments of State, Justice, Commerce, and Labor for the fiscal year 1935; to the Committee on Appropriations.

## WITHHELD AND CONCLUDED SPEECH

[Mr. POPE resumed and concluded the speech begun by him on Saturday, which follows entire:]

*Saturday, January 5, 1935*

Mr. POPE. Mr. President, what is the parliamentary situation?

The VICE PRESIDENT. The question is, Shall the bill pass, and so forth.

Mr. POPE. Mr. President, I wish to say that those of us who are \* \* \*

*Monday, January 7, 1935*

*(Continuation from Saturday, Jan. 5, 1935)*

Mr. POPE. Mr. President, I probably should be censured for having taken up several hours \* \* \*

## HOUSE JOINT RESOLUTION REFERRED

The joint resolution (H. J. Res. 461) making appropriations to enable the Federal Farm Board to distribute Government-owned wheat and cotton to the American National Red Cross and other organizations for relief of distress was read twice by its title and referred to the Committee on Appropriations.



## MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, one of its clerks, announced that the House had passed without amendment the following bills of the Senate:

S. 280. An act for the relief of Hazel B. Lowe, Tess H. Johnston, and Esther L. Teckmeyer; and

S. 447. An act conferring jurisdiction on the United States District Court for the District of Oregon to hear, determine, and render judgment upon the suit in equity of Rakha Singh Gherwal against the United States.

## MESSAGES FROM THE PRESIDENT—APPROVAL OF BILLS

Messages in writing from the President of the United States were communicated to the Senate by Mr. Latta, one of his secretaries, who also announced that the President had approved and signed the following acts and joint resolutions:

On August 7, 1935:

S. 2259. An act to amend sections 966 and 971 of chapter 22 of the act of Congress entitled "An act to establish a code of law for the District of Columbia", approved March 3, 1901, as amended, and for other purposes; and

S. J. Res. 117. Joint resolution to provide for the reappointment of Frederic A. Delano as a member of the Board of Regents of the Smithsonian Institution.

On August 9, 1935:

S. 1629. An act to amend the Interstate Commerce Act, as amended, by providing for the regulation of the transportation of passengers and property by motor carriers operating in interstate or foreign commerce, and for other purposes; and

S. J. Res. 139. Joint resolution requesting the President to extend to the International Statistical Institute an invitation to hold its twenty-fourth session in the United States in 1939.

## INTEREST PAYMENTS ON AMERICAN EMBASSY DRAFTS (S. DOC. NO. 18)

The VICE PRESIDENT laid before the Senate the following message from the President of the United States, which was read, and, with the accompanying papers, referred to the Committee on Foreign Relations and ordered to be printed:

*To the Congress of the United States:*

I commend to the favorable consideration of the Congress the enclosed report from the Secretary of State, to the end that legislation may be enacted to authorize an appropriation of not exceeding \$44,403.15 for the payment of interest on funds represented by drafts drawn on the Secretary of State by the American Embassies in Russia and Turkey and transfers which the latter undertook to make by cable communications to the Secretary of State during the period from 1915 to 1920, in connection with the representation by those embassies of the interests of certain foreign governments and their nationals.

FRANKLIN D. ROOSEVELT.

THE WHITE HOUSE, *February 12, 1935.*

[All communications from the President must be set in 7½-point, but should such communications contain extracts, etc., such extracts must be in 6½-point.]

## PAWNEE INDIANS v. THE UNITED STATES (S. DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the assistant clerk of the Court of Claims, transmitting certified copy of the findings of fact and conclusion filed by the court in the cause of *The Pawnee Tribe of Indians v. The United States*, which was referred to the Committee on Claims and ordered to be printed.

[Note the insertion of (S. Doc. No. —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed is in copy.]

## HOUSE BILLS REFERRED

The following bills were severally read twice by title and referred as indicated below:

H. R. 927. An act for the relief of Capt. Fred S. Johnston; and

H. R. 1268. An act for the relief of the Six-Minute Ferry Co., of Vallejo, Calif.; to the Committee on Claims.



H. R. 1318. An act granting to certain claimants the preferential right to purchase certain alleged public lands in the State of Arkansas, and for other purposes; to the Committee on Public Lands and Surveys.

### Third reading and passage of a bill.

JOHN B. H. WARING

The bill (S. 667) for the relief of John B. H. Waring was announced as next in order.

The Senate proceeded to consider the bill, which was read, as follows:

*Be it enacted, etc.,* That the President of the United States be, and he is hereby, authorized to restore to John B. H. Waring, etc.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

### Amendment, third reading, and passage of a bill.

#### GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii", approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Territories and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out "Keaakupaha" and insert "Keaaukaha."

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the word "except", to insert "by further authorization of Congress and", so as to make the paragraph read:

(1) By further authorization of Congress and for a period of 5 years after the first meeting of the Hawaiian Homes Commission only those lands situate on the island of Molokai, etc.

The amendment was agreed to.

The bill was reported to the Senate as amended, and the amendments were concurred in.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The title was amended so as to read: "A bill to amend an act entitled 'An act to provide a government for the Territory of Hawaii', approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes."

### Forms of amendments.

The joint resolution (S. J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. LOGAN. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Kentucky.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

*Resolved, etc.,* That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. McNARY. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "Senate Joint Resolution 4" and insert "Senate Resolution 85."

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. LOGAN. Would it not be necessary to change the resolving clause also? The resolving clause reads:

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled.*

Mr. McNARY. Yes, Mr. President; it should read simply "*Resolved.*" I ask that that change be made.

The LEGISLATIVE CLERK. On page 1, lines 1 and 2, it is proposed to strike out all after the word "*Resolved.*"

The amendment was agreed to.

The VICE PRESIDENT. The next amendment will be stated.

The ASSISTANT SECRETARY. On page 2, line 13, after the word "pound", insert the words "except rice cleaned for use in the manufacture of canned foods", so as to read:

Rice, cleaned, 2 cents per pound, except rice cleaned for use in the manufacture of canned foods.

The VICE PRESIDENT. The question is on agreeing to the amendment.

The amendment was agreed to.

The next amendment was, on page 151, to strike out:

Steamer *Phalarope*: Master, \$1,500; engineer, \$1,200; fireman, \$780; two seamen, at \$810 each; cook, \$870; in all, \$5,970.

The amendment was agreed to.

[Note use of words and figures in the following:]

The next amendment was, on page 34, in line 9, before the word "assistants" to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at \$1,000 each", to strike out "three" and insert "two"; and in line 18, to strike out "\$124,940" and insert "\$102,590", so as to read:

#### EMPLOYEES' COMPENSATION COMMISSION

Salaries: Three Commissioners, at \$4,000 each; secretary, \$2,750; attorney, \$4,000; chief statistician, \$3,000; chief of accounts, \$2,500; accountant, \$2,250; claim examiners—chief \$2,250, assistant \$2,000, assistant \$1,800, 3 assistants at \$1,600 each; special agents—2 at \$1,800 each, 2 at \$1,600 each; clerks—5 of class 3, 9 of class 2, 20 of class 1, 2 at \$1,000 each; in all, \$102,590.

Mr. BROWN submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows:

"That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House."

The Senate resumed the consideration of the bill (H. R. 4075) to limit the immigration of aliens into the United States.

Mr. BONE. Mr. President, I offer the amendment which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out "three" and inserting "one", so that it will read:

SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 percent of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from Washington to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. SCHALL. I ask for the yeas and nays on the passage of the bill.

Mr. BANKHEAD. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Mr. OVERTON (when his name was called). I am paired with the senior Senator from New Hampshire [Mr. KEYES]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. COUZENS. I desire to announce that the Senator from Maryland [Mr. TYDINGS], the senior Senator from New Hampshire [Mr. KEYES], and the Senator from Delaware [Mr. HASTINGS] would vote for the bill if present. They are necessarily absent.

The result was announced—yeas 78, nays 1, as follows:

YEAS—78			
Bankhead	Glass	Neely	Radcliffe
Bulow	Murray	Nye	Wheeler
NAYS—1			
Pope			
NOT VOTING—17			
Bailey	Duffy	Minton	Trammell
Borah	King	Norbeck	Walsh

#### EXECUTIVE SESSION

Mr. ROBINSON. I move that the Senate proceed to the consideration of executive business.

The motion was agreed to; and the Senate proceeded to the consideration of executive business. After 5 minutes spent in executive session the doors were reopened.

#### RECESS

Mr. ROBINSON. I move that the Senate take a recess until tomorrow at 12 o'clock.

The motion was agreed to; and (at 4 o'clock and 56 minutes p. m.) the Senate took a recess until tomorrow, Tuesday, June 4, 1935, at 12 o'clock meridian.

[If the executive session is an open one, the following usually precedes the adjournment heading:]

### TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND<sup>1</sup>

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on February 16, 1935, which was considered as in Committee of the Whole, and is as follows:

*To the Senate of the United States:*

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on February 16, 1935.

FRANKLIN D. ROOSEVELT.

THE WHITE HOUSE, February 18, 1935.

[NOTE.—The above to be set in 6½-point when accompanied by a treaty.]

#### NOMINATIONS

*Executive nominations received by the Senate June 14 (legislative day of June 5), 1935*

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations*, *Confirmations*, *Withdrawal*, and *Rejection*, the following scheme for subheads is to be followed:]

First head.....	7½-point caps and small caps.
With 1 subhead.....	{ 7½-point caps and small caps. 7½-point small caps.
With 2 subheads.....	{ 7½-point caps and small caps. 7½-point small caps. 7½-point italic lower-case.
With 3 subheads.....	{ 7½-point caps and small caps. 7½-point small caps. 7½-point italic lower-case. 6½-point small caps.

#### AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY

Jesse Isidor Straus, of New York, to be Ambassador Extraordinary and Plenipotentiary of the United States of America to France.

<sup>1</sup> This heading would be small caps if preceding an adjournment.



## UNITED STATES MARSHALS

James A. Stafford, of Alabama, to be United States marshal, southern district of Alabama. (He is now serving in this position under an appointment which expires June 17, 1935.)

Charles N. Hildreth, Jr., of Florida, to be United States marshal, southern district of Florida. (He is now serving in this position under an appointment by the court.)

## APPOINTMENTS IN THE REGULAR ARMY

## TO BE MAJOR GENERAL

Brig. Gen. Charles Evans Kilbourne, United States Army, from July 7, 1935, vice Maj. Gen. Stuart Heintzelman, died July 6, 1935.

## TO BE BRIGADIER GENERALS

Col. Charles Frederic Humphrey, Jr., Infantry, vice Brig. Gen. Charles E. Kilbourne, United States Army, nominated for appointment as major general.

Col. Laurence Halstead, Infantry, from September 1, 1935, vice Brig. Gen. Otho B. Rosenbaum, United States Army, to be retired August 31, 1935.

## APPOINTMENTS AND PROMOTIONS IN THE NAVY

The following-named lieutenant commanders to be commanders in the Navy from the 30th day of June 1935:

Thomas J. Doyle, Jr.

Kemp C. Christian

Raymond A. Deming

Frank P. Thomas

Herbert J. Ray

Marion Y. Cohen

Harry J. Reuse

Lynde D. McCormick

Lt. Comdr. James M. Shoemaker to be a commander in the Navy from the 1st day of July 1935.

Lt. Comdr. Leon B. Scott to be a commander in the Navy from the 1st day of August 1935.

The following-named lieutenants to be lieutenant commanders in the Navy from the 30th day of June 1934:

William W. Behrens

Roscoe H. Hillenkoetter

The following-named lieutenants to be lieutenant commanders in the Navy from the 30th day of June 1935:

James H. Chadwick

Rockwell J. Townsend

Allen Hobbs

## POSTMASTERS

ALABAMA<sup>1</sup>

Leon M. Thomas to be postmaster at Alexander City, Ala., in place of T. S. Christian, removed.

Homer Wright to be postmaster at Auburn, Ala., in place of L. A. Knapp. Incumbent's commission expired January 13, 1935.

Jesse A. Harris to be postmaster at New Brockton, Ala., in place of W. B. Goodman, resigned.

## CALIFORNIA

E. H. Cain to be postmaster at Westmoreland, Calif., in place of T. W. Cox. Incumbent's commission expired December 16, 1934.

## CONFIRMATIONS

*Executive nominations confirmed by the Senate January 7, 1935*

## AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY

Jesse Isidor Straus to be Ambassador Extraordinary and Plenipotentiary to France.

## CONSUL OF CLASS 4

Charles L. Hoover to be a consul of class 4.

<sup>1</sup> See note under Nominations, p. 202.



## APPOINTMENTS IN THE ARMY

## GENERAL OFFICERS

*To be major generals*

Brig. Gen. Clarence Ransom Edwards

Brig. Gen. James William McAndrew

## APPOINTMENT IN OFFICERS' RESERVE CORPS

Hugh S. Johnson to be brigadier general.

## PROMOTIONS AND APPOINTMENTS IN THE NAVY

Capt. William A. Moffett to be Chief of the Bureau of Aeronautics with the rank of rear admiral.

The following-named lieutenants (junior grade) to be lieutenants:

Paul S. Goen

John Smith

James K. Davis

Richard Arm

James J. O'Connor to be an assistant surgeon with the rank of lieutenant (junior grade).

## UNITED STATES ATTORNEY

Leroy M. Sullivan to be United States attorney, District of Alaska, division no. 2.

## POSTMASTERS

## ALASKA

Earl T. Stannard, Latouche.

## ARIZONA

Leonard D. Redfield, Benson.

Harry G. White, Glendale.

Luther Cadwell, Holbrook.

## WITHDRAWALS

*Executive nominations withdrawn from the Senate January 7, 1935*

## POSTMASTERS

## ARKANSAS

Cary Johnson to be postmaster at Hot Springs, in the State of Arkansas.

## WASHINGTON

Thomas J. Atwood to be postmaster at Sultan, in the State of Washington.

## REJECTION

*Executive nomination rejected by the Senate January 9 (legislative day of Jan. 7), 1935*

## RECORDER OF DEEDS FOR THE DISTRICT OF COLUMBIA

Henry Lincoln Johnson to be recorder of deeds, District of Columbia.

## HOUSE OF REPRESENTATIVES

SATURDAY, JULY 15, 1935

The House met at 12 o'clock noon.

The Chaplain, Rev. James Shera Montgomery, D. D., offered the following prayer:

## THE JOURNAL

The Journal of the proceedings of Friday was read and approved.

## SWEARING-IN OF MEMBERS

Mr. FORD, of Mississippi, Mr. DUNCAN, of Missouri, and Mr. WELCH, of California, appeared before the bar of the House and took the oath of office.

## MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Gatling, its principal clerk, announced that the Senate had passed without amendment bills of the House of the following titles:

H. R. 5953. An act for the relief of E. L. F. Auffurth; and

H. R. 6350. An act for the relief of Bertram Lehman.

The message also announced that the Senate had passed bills of the following titles, in which the concurrence of the House is requested:

S. 224. An act authorizing the Secretary of the Interior to purchase, etc.; and

S. 2062. An act ratifying, confirming, and approving certain acts of the Legislature of Hawaii granting franchises for the manufacture, distribution, etc.

The message also announced that the Senate had passed, with amendments, in which the concurrence of the House is requested, bills of the House of the following titles:

H. R. 10126. An act for the relief of Loretta Pepper; and

H. R. 10974. An act for the relief of Carl Holm.

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first.

Note also the following forms:]

A message from the Senate, by Mr. Crockett, one of its clerks, announced that the Senate had passed with an amendment the bill (H. R. 3707) making appropriations for certain expenses incident to the first session of the Sixtieth Congress, in which the concurrence of the House of Representatives is requested.

The message also announced that the Senate had passed a joint resolution (S. J. Res. 20) making available the sum of \$150,000 for the construction, etc.

The message also announced that the Senate had passed the following resolution:

## Senate Resolution 94

*Resolved*, That the Senate has heard with profound sorrow the announcement of the death of Hon. HENRY ST. GEORGE TUCKER, late a Representative from the State of Virginia, etc.

## MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Latta, one of his secretaries.

The Committee informally rose; and the Speaker having resumed the chair, a message in writing from the President of the United States was communicated to the House by Mr. Latta, one of his secretaries, who also informed the House that on the following dates the President approved and signed a bill and joint resolution of the House of the following titles:

On May 27, 1935:

H. R. 6573. An act to further reclassify postmasters and employees of the Postal Service and readjust their salaries and compensation on an equitable basis, and for other purposes.

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the copy reads *A bill*.]

On May 28, 1935:

H. J. Res. 32. Joint resolution to change the name of the Grand River in Colorado and Utah to the Colorado River.

EDNA DUCE AND ETHEL MASON

Mr. MONTAGUE. Mr. Speaker, I ask consideration of the privileged resolution which I send to the Clerk's desk.

The SPEAKER. The Clerk will report the resolution.

The Clerk read as follows:

House Resolution 127

*Resolved*, That the Clerk of the House of Representatives be, and he is hereby, authorized and directed to pay, out of the contingent fund of the House, to Edna Duce the sum of \$153.33 and to Ethel Mason the sum of \$153.33, being the amount received by them per month as clerks to the late Hon. Henry St. George Tucker at the time of his death, June 17, 1921.

[Note that center line is *House Resolution 127*, not *No. 127*. Use *No.* elsewhere when in copy.]

Mr. MONTAGUE. Mr. Speaker, it is the usual resolution for the employees of a deceased Member. I ask for the adoption of the resolution.

The question was taken, and the resolution was agreed to.

#### BILLS PRESENTED TO THE PRESIDENT

Mr. EATON, from the Committee on Enrolled Bills, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H. R. 9899. An act for the relief of Milton Longsdorf; and

H. R. 10125. An act for the relief of Leo Scheuren.

#### ENROLLED BILL SIGNED

Mr. EATON, from the Committee on Enrolled Bills, reported that that committee had examined and found truly enrolled a bill of the House of the following title, which was thereupon signed by the Speaker:

H. R. 5756. An act to amend an act entitled "An act to declare the purpose of the United States as to the future political status of the people", etc.

#### LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted as follows:

To Mr. KNUTSON, for 2 weeks, on account of illness.

To Mr. FULMER, indefinitely, on account of illness in family.

#### THE PRIVATE CALENDAR

The SPEAKER. The gentleman from Pennsylvania asks unanimous consent that the bills on the Private Calendar be considered in the House as in Committee of the Whole. Is there objection? [After a pause.] The Chair hears none. The Clerk will report the first bill.

The Clerk read as follows:

H. R. 1362

A bill for the relief of M. Fine & Sons

*Be it enacted, etc.*, That the Secretary of the Treasury be, and he is hereby, authorized and directed to pay the sum of \$13,473 to M. Fine & Sons.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. SEARS: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated."

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

The bill as amended was ordered to be engrossed and read a third time, was read the third time, and passed.

On motion of Mr. SEARS, a motion to reconsider the vote by which the bill was passed was laid on [not upon] the table.



## SENATE BILL REFERRED

A bill of the Senate of the following title was taken from the Speaker's table and, under the rule, referred as follows:

S. 1039. An act for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States; to the Committee on Interstate and Foreign Commerce.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

## Committee of the Whole House on the state of the Union.

## EMERGENCY TARIFF

Mr. LEMKE. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House on the state of the Union for the consideration of the bill (H. R. 2435) imposing temporary duties upon certain agricultural products, and so forth.

The SPEAKER. Is there objection? [After a pause.] The Chair hears none. The question is on the motion of the gentleman from North Dakota that the House resolve itself into the Committee of the Whole House on the state of the Union for the consideration of the bill H. R. 2435, the emergency tariff bill.

The motion was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House on the state of the Union for the consideration of the bill H. R. 2435, with Mr. RAMSPECK in the chair.

The CHAIRMAN. The Clerk will report the bill.

The Clerk read the bill, as follows:

*Be it enacted, etc.—*

## TITLE I

## EMERGENCY TARIFF

That on and after the day following the passage of this act, for the period of 6 months, there shall be levied, collected, and paid upon the following articles, when imported from any foreign country into the United States or into any of its possessions (except the Philippine Islands, the Virgin Islands, and the islands of Guam and Tutuila), the rates of duty which are prescribed by this section, namely:

Mr. MERRITT of New York. Mr. Chairman, I offer an amendment, which I send to the Clerk's desk.

The CHAIRMAN. The gentleman from New York offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment offered by Mr. MERRITT of New York: Page 2, line 1, after the word "bushel", insert "*Provided, That wheat in transit upon the Great Lakes shall not be subject to the duty hereby imposed.*"

[Mr. HUDDLESTON addressed the Committee. His remarks will appear hereafter in the Appendix.]

Mr. LEMKE. Mr. Chairman, I move that the Committee do now rise.

The motion was agreed to.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. RAMSPECK, Chairman of the Committee of the Whole House on the state of the Union, reported that that Committee, having had under consideration the bill H. R. 2435, had come to no resolution thereon.

## Conference report and statement.

Conference reports and statements to be set in 6½-point.

Use 6-point slug before and after conference report and statement.

In the Senate place the names of Senators first. In the House the names of Members are to be first.

Follow copy literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and when the amendment is to make an independent paragraph the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered*, when in copy, to *no.*, as *amendment no. 1*, but do not supply *no.* or *amendment* if omitted in copy; otherwise regular style will prevail.

Note particularly that in Senate copy of conference reports the form *Amendment numbered 1, etc.*, is generally stricken from the beginning of the paragraph by the clerks.

(See pp. 243 and 245 for styles of conference report set as House report and as Senate document.)



## CONFERENCE REPORT

[To accompany H. R. 7160]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7160) to provide for research into basic laws and principles relating to agriculture, and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendments of the Senate numbered 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17, and agree to the same.

Amendment numbered 1: That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same with an amendment as follows: In lieu of the matter proposed to be stricken out by the Senate amendment insert "Alaska and"; and the Senate agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In the House bill insert "Puerto Rico and the" after the word "to", in line 16, on page 2; insert "Puerto Rico and" after the word "to" in lines 7 and 23 on page 4, before the word "all" in line 11 on page 4, and after the word "to" in line 5, on page 5; and insert "Puerto Rico or" after the word "of" in line 10 on page 4, after the word "which" in line 14 on page 4, after the word "If" in line 18 on page 4, and after the word "to" in lines 2 and 3 on page 5; and the Senate agree to the same.

MARVIN JONES,  
H. P. FULMER,  
CLIFFORD R. HOPE,

*Managers on the part of the House.*

E. D. SMITH,  
B. K. WHEELER,  
G. W. NORRIS,

*Managers on the part of the Senate.*

[Six-point slug here. Extracts in statement to be quoted.]

## STATEMENT

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7160) to provide for research into basic laws and principles relating to agriculture and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

On amendment no. 1: This amendment eliminates Alaska from the benefits of title I of the bill. The House recedes with an amendment giving such benefits to Alaska.

On amendment no. 2: This amendment eliminates Puerto Rico from the benefits of title I of the bill. The House recedes with an amendment giving such benefits to Puerto Rico.

On amendments nos. 3 and 4: These amendments provide for an equal allotment of aid under title I in the amount of \$20,000 to each State and to the Territory of Hawaii each year before the remainder is allotted on the basis of farm population; and the House recedes.

On amendment no. 5: This amendment is a clarifying amendment which makes no substantive change; and the House recedes.

On amendment no. 6: This amendment changes a clause number to conform to the changes made by Senate amendments nos. 3 and 4; and the House recedes.

On amendments nos. 7, 8, 9, and 10: These amendments are clarifying amendments which make no change in substance; and the House recedes.

On amendment no. 11: This amendment extends the benefits of section 22 of the bill to the Territory of Hawaii in addition to the States; and the House recedes.

On amendment no. 12: This amendment is a clarifying amendment, and makes no change in substance; and the House recedes.

On amendment no. 13: This amendment increases by \$20,000 the annual allotment under section 22 in order to give Hawaii the benefits of the section; and the House recedes.

On amendments nos. 14, 15, 16, and 17: These amendments are for the purposes of making section 22 of the bill apply to the Territory of Hawaii; and the House recedes.

MARVIN JONES,  
H. P. FULMER,  
CLIFFORD R. HOPE,

*Managers on the part of the House.*

[Six-point slug after the statement.]

## Pension bills.

## PENSIONS

The SPEAKER pro tempore. Under the previous order of the House, private pension bills and bills relating to pension legislation are in order for consideration today.

Mr. UNDERWOOD. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House for the consideration of the bill (H. R. 5214) granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and certain soldiers and sailors of wars other than the Civil War, and to widows of such soldiers and sailors; and, pending that, I would like to ask if we can make some arrangement as to the time for general debate?

The motion of Mr. UNDERWOOD was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House, with Mr. RAMSPECK in the chair.

The Clerk read the title of the bill H. R. 5214.

The bill is as follows:

*Be it enacted, etc.,* That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Hattie Hjelmberg, widow of William Hjelmberg, late of the Fourth Company United States Coast Artillery Corps, War with Spain, and pay her a pension at the rate of \$12 per month.

The name of Julia M. Porter, widow of Clinton A. Porter, late of Company F, First Regiment New Hampshire Infantry, War with Spain, and pay her a pension at the rate of \$20 per month.

This bill is a substitute for the following bills referred to the Committee on Pensions:

H. R. 400. Hattie Hjelmberg.

H. R. 416. Julia M. Porter.

H. R. 424. Annie M. Sullivan.

H. R. 1248. Florence Hall.

H. R. 1250. Emma M. H. Haas.

H. R. 1358. Alice A. Warner.

Mr. FULLER. Mr. Speaker, I call up the bill (H. R. 6507) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war, and I ask unanimous consent that this bill be considered in the House as in Committee of the Whole House.

The SPEAKER pro tempore. The Chair hears no objection, and the Clerk will report the bill.

The Clerk read the bill, as follows:

*Be it enacted, etc.,* That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Mary M. Lytel, helpless and dependent daughter of Isaac Lytel, late of Company D, One Hundred and Eighteenth Regiment Ohio Volunteer Infantry, and pay her a pension at the rate of \$20 per month.

The name of Esther H. Drake, widow of George F. Drake, late of Company D, One Hundred and First Regiment Ohio Volunteer Infantry, and pay her a pension at the rate of \$30 per month.

The foregoing bill is a substitute for the following House bills referred to said committee:

H. R. 308. Mary M. Lytel.

H. R. 309. Esther H. Drake.

H. R. 401. Mary F. Zuill.

H. R. 1659. Eliza F. Platt.

H. R. 1667. Elisha R. Kenyon.

H. R. 1710. Louisa Lee.

## Amendments.

[As figures are now used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures, thus: Strike out "\$840" and insert "\$1,000", etc. For other enumerations in bill style see p. 131.]

The next business on the Speaker's table was the bill (H. R. 4167) to enable national banking associations to extend their corporate existence, returned from the Senate with sundry amendments.

The SPEAKER. The Clerk will read the amendments.

The Clerk read the amendments, as follows:

First amendment: Page 2, line 20, after the word "law", insert "or unless hereafter modified or repealed."

Add to line 21, as follows:

"*Provided*, That soldiers and sailors who lost either an arm or a leg during the late war shall be exempt from paying any special tax as peddlers of tobacco, snuff, or cigars."

[Observe that amendments are quoted when preceded by 6½-point introduction.]

Mr. MAAS. I move the following amendments:

The amendments were read, as follows:

In line 3, after the word "condemned", insert "cast-iron cannon."

In line 5, strike out "to be used" and insert "for use and ornamentation."

Page 2, line 14, strike out "southern."

The reading of the bill was resumed.

The next amendment was, in line 25, after the word "book", to strike out "cases" and insert "rests"; in the same line, strike out "\$5,000" and insert "\$2,500", so as to make the clause read:

For purchase of ice, buckets, file holders, book rests, and clocks, \$8,600; \$2,500 of this sum to be expended for shelving and file holders in the Second Auditor's office.

The amendment was agreed to.

The Clerk read as follows:

Amend by striking out the words "from the date of her husband's death."

The amendment was agreed to, and the bill as amended was ordered engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

### Adjournment, recess, and evening session.

#### ADJOURNMENT

Mr. SNELL. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 5 o'clock and 48 minutes p. m.) the House adjourned until tomorrow, Wednesday, July 17, 1935, at 12 o'clock noon.

#### RECESS

The SPEAKER. The hour for the recess has arrived. The Chair will state that should he be absent this evening the gentleman from Ohio, Mr. LAMNECK, will act as Speaker pro tempore.

The hour of half past 4 o'clock having arrived, the House, in pursuance of its order, took a recess until half past 7 o'clock this evening.

#### EVENING SESSION

The recess having expired, the House reassembled at half past 7 o'clock p. m. and was called to order by Mr. LAMNECK as Speaker pro tempore.

[Follow copy as to expressing time of adjournment, as 6 o'clock and 25 minutes p. m., or 6:25 p. m. If necessary, the small-cap heads "Recess" and "Adjournment" must be supplied in House and Senate copy.]

### House briefs.

[The briefs follow at end of day's proceedings. Heads (in capitals) and dashes to be used as shown here.]

### EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

457. A communication from the President of the United States transmitting a draft of a proposed provision pertaining to existing appropriations for the Department of Justice (H. Doc. No. 278); to the Committee on Appropriations and ordered to be printed.

458. A letter from the vice chairman of the national legislative committee of the American Legion, transmitting proceedings of the Sixteenth National Convention of the American Legion, held at Miami, Fla., October 22, 23, 24, and 25, 1934; to the Committee on World War Veterans' Legislation.



[Use the following form if only one communication is submitted:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and power plant project, Washington, D. C. (H. Doc. No. 102), was taken from the Speaker's table, referred to the Committee on Public Buildings and Grounds, and ordered to be printed.

[Note the insertion of "(H. Doc. No. —)" in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed appears in copy.]

## REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. CONNERY: Committee on Labor. S. 4661. An act to repeal an act entitled "An act to legalize the incorporation of National Trades Unions", approved June 29, 1886; without amendment (Rept. No. 1763). Referred to the House Calendar.

Mr. DOUGHTON: Committee on Ways and Means. H. R. 12946. A bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1765). Referred to the Committee of the Whole House on the state of the Union.

Mr. O'CONNOR: Committee on Rules. House Resolution 285. Resolution for consideration of H. R. 12946, a bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1766). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

## REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. MAY: Committee on Military Affairs. H. R. 5770. A bill for the relief of George Tatum; with amendment (Rept. No. 1154). Referred to the Committee of the Whole House.

Mr. ROGERS of New Hampshire: Committee on Military Affairs. H. R. 1825. A bill for the relief of William M. Stoddard; with amendment (Rept. No. 1155). Referred to the Committee of the Whole House.

Mr. McSWAIN: Committee on Military Affairs. H. R. 2445. A bill for the relief of Clarence R. Killion; with amendment (Rept. No. 1156). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted.]

## ADVERSE REPORTS

Under clause 2 of rule XIII,

Mr. HOEPEL: Committee on War Claims. H. R. 3347. A bill for the relief of Edward Dietrich, a veteran of the World War (Rept. No. 1054). Laid on the table.

Mr. LAMBETH: Committee on Printing. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H. R. 10517, entitled "For increasing and stabilizing the price level of commodities, and for other purposes" (Rept. No. 1035). Ordered to be printed.

[Use above form also when only one report is submitted.]

## MOTIONS TO DISCHARGE COMMITTEES

Under clause 4 of rule XXVII, motions to discharge committees were filed as follows:

[Omitted from the Record of Apr. 26, 1935]

By Mr. KELLER: Motion to discharge the Committee on Interstate and Foreign Commerce from the further consideration of the bill (H. R. 263) to amend section 4 of the act to regulate commerce, approved February 4, 1887, as amended.



Also, motion to discharge the Committee on the Judiciary from the further consideration of the bill (H. R. 264) providing for an additional judge for the district of Arizona.

[Submitted Apr. 29, 1935]

By Mr. IGOE: Motion to discharge the Committee on Revision of the Laws from the further consideration of the bill (H. R. 12) to consolidate, codify, revise, and reenact the general and permanent laws of the United States in force March 4, 1919.

### CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H. R. 9800) granting an increase of pension to Sarah J. Lake; Committee on Pensions discharged, and referred to the Committee on Invalid Pensions.

A bill (H. R. 3605) for the relief of Alvah Holmes Mitchell; Committee on Claims discharged, and referred to the Committee on War Claims.

A bill (H. R. 10351) approving and confirming contract for apportionment of waters of Ahtanum Creek, Wash., between Yakima Indian Reservation and lands north thereof, dated May 9, 1908; Committee on Irrigation and Reclamation discharged, and referred to the Committee on Indian Affairs.

[Use the following form when only one change of reference is submitted:]

Under clause 2 of rule XXII, the Committee on Invalid Pensions was discharged from the consideration of the bill (H. R. 7274) granting a pension to Peter F. Fleming, and the same was referred to the Committee on Pensions.

### PUBLIC BILLS AND RESOLUTIONS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. SWEENEY: A bill (H. R. 11291) to amend the act of March 3, 1913, entitled "An act to regulate the officering and manning of vessels subject to the inspection laws of the United States", approved May 11, 1918; to the Committee on Merchant Marine and Fisheries.

By Mr. KOPPLEMANN: A bill (H. R. 11292) to provide for the reorganization and consolidation of the various departments and establishments in the executive branch of the Government, and for other purposes; to the Committee on Expenditures in the Executive Departments.

By Mr. MORAN: A bill (H. R. 11293) to validate certain records and naturalization certificates of certain courts in the State of Maine; to the Committee on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 3 of rule XXII,

Mr. PATTERSON introduced a bill (H. R. 7566) to increase the cost of the public building at Woodbury, N. J., which was referred to the Committee on Public Buildings and Grounds.

### MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if by the Speaker is not in copy:]

Memorial of the Legislature of the State of Maine, memorializing Congress to impose a tax upon all imported products equal to the difference between par of exchange and current quotations of exchange of those countries which, by going off the gold basis, have depreciated their currencies; to the Committee on Ways and Means.

By Mr. GRAY of Indiana: Memorial of the Legislature of the State of Indiana, urging Congress to enact, etc.; to the Committee on the Library.

## PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. UNDERWOOD: A bill (H. R. 11290) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war; to the Committee of the Whole House on the state of the Union.

By Mr. REED of Illinois: A bill (H. R. 11301) granting an increase of pension to Frances F. Shick; to the Committee on Invalid Pensions.

Also, a bill (H. R. 11302) granting an increase of pension to Bethel Ferren; to the Committee on Pensions.

By Mr. SAUTHOFF: A bill (H. R. 11303) granting a pension to William T. Martin; to the Committee on Invalid Pensions.

[Use the following form if only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. LAMNECK introduced a bill (H. R. 6322) authorizing the Secretary of War to donate to the Parents' Association of Public School No. 52, Broadway and Academy Street, New York City, two German cannons or fieldpieces, which was referred to the Committee on Military Affairs.

---

 PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

[Use the following form when submitted by the Speaker if *by the Speaker* is not in copy:]

2395. Petition of M. G. Sperry and E. L. Seal, relating to the American Legion; to the Committee on the Judiciary.

2396. By Mr. LEA of California: Petition of citizens of Danville, Ill., protesting against legislation restricting the freedom of worship (H. R. 4388); to the Committee on the District of Columbia.

[Use the following form if only one petition, etc., is submitted:]

Under clause 1 of rule XXII,

14. Mr. KELLER presented a petition of 33 members of the Women's Hospital Auxiliary, of Flint, Mich., favoring passage of the Sheppard-Towner bill, which was referred to the Committee on Education.

[Showing use of italic lines over petitions, etc.:]

[*Omitted from the Record of Aug. 14, 1935*]

2349. By Mr. HOLLISTER: House Concurrent Resolution 13 of the Texas Legislature, urging immediate official recognition by the United States of the Government of Mexico as administered by President Obregon; to the Committee on Foreign Affairs.

2350. By Mr. LEWIS of Maryland: Petition of town officials and 644 other citizens of Manchester, Conn., in favor of an appropriation for a building for post-office purposes; to the Committee on Public Buildings and Grounds.

[*Submitted Aug. 15, 1935*]

2360. By Mr. SNELL (by request): Cablegram from the Asociación de Hacendados y Colonos, of Cuba, urging larger concessions to Cuban sugar and tobacco in the reciprocity treaty; to the Committee on Ways and Means.

2361. Also (by request), resolution of the St. Paul Council of the American Association for the Recognition of the Irish Republic, opposing the Penrose bill (S. 2135); to the Committee on Ways and Means.

[If *et al.* is used in petitions change it to *and others.*]

# CONGRESSIONAL RECORD INDEX

## RULES AND EXAMPLES

Set in 6½-point, Record measure, one lead before flush lines.

Cap lines flush, blue underscore; italic lines, 1-em indentation, red underscore; committee lines, 2-em indentation; other matter indented 3 ems and overs 4 ems; but where a 3-em dash is used as a ditto, or an italic side head is run into text, the overruns above and below will be 7 ems.

Abbreviate months if in brackets or parentheses and followed by the day of the month.

Abbreviate States after all geographic names throughout index, as N. Y., N. Mex., etc.

Comma precedes folio figures.

Names of vessels in italic—U. S. S. *Brooklyn*.

Use roman for words in parentheses as (Omitted in Record), (Appendix), (deceased), (administrator), (vessel), (House), (Senate), (city), (State), etc.

Record, referring to Congressional Record, cap and lower-case.

In the Semimonthly Index, if copy shows figures in both black and red ink, print black-ink figures only, restoring those which have been stricken through, disregarding the red-ink changes.

Observe the following forms: (Omitted in Record), (Rept. 349), (S. Rept. 25), (H. Rept. 41), (S. Doc. 23), (H. Doc. 47), (H. J. Res. 26), (H. Con. Res. 5), (H. Res. 7), (S. Res. 7), (S. J. Res. 6), (S. Con. Res. 7).

[Public, No. 16.]

(See bill S. 546—Capper bill.)

If the numbers of several bills are given, use this form: S. 24, 2486; H. R. 217, 2287, etc.; that is, do not repeat S. or H. R. with each number. Separate the groups by a semicolon.

In cap lines use small-cap "v." for versus.

## Style of Semimonthly Index.

[One 2-point lead before each flush line.]

MCGILL, GEORGE (*a Senator from Kansas*).

Appointed presiding officer, 4451.

*Amendments offered by, to*

Tariff bill—hides, 4635.

petroleum, 4635.

*Bills and joint resolutions introduced by*

Aimes, Clement F. S.: to increase pension (see bill S. 2313), 4634.

Dickinson, Sarah A.: to pension (see bill S. 2315), 4634.

Trott, Mary: to pension (see bill S. 2314), 4634.

*Motions and resolutions offered by*

Adjourn: to, 4583.

Executive session: for, 4484, 4583, 4722, 4795.

Hart, Martha E.: to withdraw papers of, 4635.

Recess: for, 4484, 4650, 4795.

*Petitions and papers presented by, from*

Citizens and individuals, 4138, 4633.

Societies and associations, 4633.

*Remarks by, on*

Farm products: exportation of, 4506.

Success—steamer: registry for, 394.

*Reports made by, from*

Committee on Military Affairs:

National Defense Act amendment (S. Rept. 238), 4778.

Springfield Armory, Mass.: release certain right-of-way at (S. Rept. 237), 4778.

COMMITTEE ON THE TERRITORIES (House).

*Reports by*

Franchises for gas, electric light and power, and street railways in Hawaii (H. Rept. 284), 4543.

Ratifying agreements with and authorizing issuance of land patents to certain persons in Hawaii (H. Rept. 286), 4543.

CONTESTED ELECTIONS IN HOUSE.

O'Connor v. Disney: report of committee on case of (H. Rept. 1300), 2786, 2787.



COURTS OF THE UNITED STATES. *See also* SUPREME COURT OF THE UNITED STATES.

Bills to amend act to codify, revise, and amend the laws relating to the judiciary (see bills S. 2161, 2182).

*New York*: bill for appointment of two additional judges for southern district of (see bill S. 1288).

— bill for appointment of one additional judge for eastern district of (see bill H. R. 7397).

*North Dakota*: bill for appointment of an additional judge for district of (see bill S. 78).

## DISTRICT OF COLUMBIA, repeal act creating the Public Utilities Commission of (see bill H. R. 7193).

Joint resolution to reerect statue of Abraham Lincoln in courthouse square (see H. J. Res. 127).

*Bread prices*: memorial of the Kalorama Citizens' Association relative to, 2678.

*Public schools*: bill to amend act to regulate salaries of teachers, school officers, and other employees of (see bill S. 1976).

— bill to provide for compulsory school attendance of children (see bill S. 2040).

— memorandum on classroom needs of, 2328.

*Wahlers Hill*: bill making appropriation for improvement and repair of (see bill H. R. 9694).

## EXECUTIVE DEPARTMENTS, consolidation or redistribution of the powers and duties relating to the Territory of Alaska (see bills S. 2203; H. R. 7683).

## EXECUTIVE NOMINATIONS AND CONFIRMATIONS.

*Army appointments and promotions*

Colonels: nominated, 3832.

Air Service: first lieutenant; nominated, 3940.

Cavalry: second lieutenants; nominated, 3350; confirmed, 3550.

Coast Artillery Corps: major; nominated, 3940.

— first lieutenant; nominated, 3940.

— second lieutenants; nominated, 3350; confirmed, 3550.

Corps of Engineers: first lieutenant; nominated, 3832.

— second lieutenants; nominated, 3350; confirmed, 3550.

*Civilian appointments*

Ascarate, Miss Nemecia, to be register of the land office at Las Cruces, N. Mex.; nominated, 3832.

Ballantine, Joseph W., to be consul of class 5; nominated, 3349; confirmed, 3550.

*Postmasters*

Alaska: nominated, 3940.

Arkansas: confirmed, 3941.

California: confirmed, 3884.

## PRESIDENT OF THE UNITED STATES.

Bill to amend and repeal laws relative to election of (see bill S. 492).

Executive orders relative to filling of vacancies in post offices of the first, second, and third class, 1236, 1290.

Joint resolution for amendment to Constitution giving Congress power to regulate primary elections for (see S. J. Res. 54).

*Communications from*

American oil prospectors in foreign countries: transmitting report concerning restrictions placed upon (S. Doc. 11), 1442.

Washington Monument: relative to repair of elevator in, 1569.

## PUBLIC BUILDINGS.

Bill for relief of contractors for construction of (see bill H. R. 6321).

Remarks in House relative to prospects for consideration of a public buildings bill, 1217.

*Bills to erect*

Albuquerque, N. Mex. (see bill H. R. 6202).

Atoka, Okla. (see bill H. R. 6255).

Central City, Ky. (see bill H. R. 5945).

## SECRETARY OF THE TREASURY.

*Communications from*

American fleet in foreign waters: estimate of appropriation for purchase of a historical pictorial record of (H. Doc. 76), 1162.

WASHINGTON (city). *See* DISTRICT OF COLUMBIA.

## WASHINGTON (State), petition of citizens urging action by Congress to prevent the present impending disaster in Armenia, 4451.

## WOOL, amendment in Senate relative to tariff on, 1114, 1283, 1289.

Remarks in Senate relative to tariff on, 1205, 1283.

Statistics relative to production of, 1276.

## WILSON, MARY, AND OTHERS, pension (see bill H. R. 6441).

## YEA-AND-NAY VOTES IN HOUSE.

Army appropriation bill (H. R. 5010): on amendment reducing appropriation for pay of the Army, 1234.

— on amendment to grant honorable discharges to enlisted men upon their own application, 1235.

[Contract titles of bills and resolutions if run in, omitting the words *bill for* and *resolution to*, as follows:]

## A. A. RAVEN (steamship), relief of owners (see bill H. R. 6408).

ABANDONED PROPERTY. *See* CAPTURED AND ABANDONED PROPERTY.

## ALASKA, increase the percentage of national forest receipts to be paid to (see bill H. R. 5950).

Bill to create a fish commission in (see bill H. R. 5951).

## ARCHAMBAULT, GEORGE, increase pension (see bill H. R. 6488).

## ARMY, amend act to increase temporarily the Military Establishment of the United States (see bill H. R. 6037).

*Air Service*: article by H. L. Scaife concerning extravagance and waste in, 1332.

— letter of Secretary of War relative to aircraft production, 1596.

## CHINESE IMMIGRATION, correspondence concerning certain Chinese refugees from Mexico, 5450.

Joint resolution to allow Chinese to register under certain provisions and conditions (see S. J. Res. 33).

CIVILIAN PERSONNEL. *See* EMPLOYEES OF THE UNITED STATES.



CLAIMS. *See also* COURT OF CLAIMS.

Amendments in Senate making appropriations for, adjudicated and allowed, 5756.

## LEAVES OF ABSENCE IN HOUSE.

Buchanan, 1372.

Clancy, 1471.

Drane, 1589.

## MARYLAND (dredge), relief of owners (see bill H. R. 1942).

## MEXICO, article written by President Obregon relative to taxation in, 5988.

Remarks in Senate relative to importation of oil from, 5981.

Resolution to investigate importation of oil from (see S. Res. 138).

## NAVY.

*Chief warrant officers:* bill to amend act relative to pay of retired (see bill H. R. 8361).

*Pay of:* committee appointed in House on readjustment of, 5584.

## VETERANS' BUREAU, changing the name to be the "United States Veterans' Bureau" (see S. J. Res. 103).

## WEEKS v. UNITED STATES, decision of the Supreme Court of the United States in case of, 5951.

[Indent matter immediately following flush heads if a subhead follows which reads back to the flush line. (See first entry under President of the United States, p. 215.) Observe that public bills, resolutions, amendments, reports, letters, communications, petitions, and bills relating to corporations, societies, vessels, or like subjects are treated the same as private bills.]

## History of Bills in Semimonthly Index.

S. 252—To amend an act approved February 22, 1889, entitled "An act to provide for the division of Dakota into two States and to enable the people of North Dakota, South Dakota, Montana, and Washington to form constitutions and State governments, and to be admitted into the Union on an equal footing with the original States, and to make donations of public lands to such States."

Mr. Walsh of Montana; Committee on Public Lands, 70.

Reported with amendments (S. Rept. 93), 2120.

Debated, amended, and passed Senate, 2428.

Referred to House Committee on the Public Lands, 2520.

Reported back (H. Rept. 182), 2761.

Debated, 4840.

Passed House, 4841.

Examined and signed, 5181, 5186.

Presented to the President, 5207.

See H. R. 5296. (Omitted in Record.)

H. R. 6877—To permit a compact or agreement between the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming respecting the disposition and apportionment of the waters of the Colorado River, and for other purposes.

Mr. Gambrill; Committee on the Judiciary, 2168.

Reported with amendment (H. Rept. 191), 2842.

Debated, 2880.

Reported with amendments; considered and agreed to, 2881.

Mr. Jones; agreed to, 2882.

Passed House, 2885.

Referred to Senate Committee on Irrigation and Reclamation, 2927.

Committee on Irrigation and Reclamation discharged, 5002.

Reported back (S. Rept. 10) and passed Senate, 5002.

Laid on the table and S. 44 passed in lieu, 5003.

Passed Senate, 5002.

Examined and signed, 5288, 5307.

Presented to the President, 5400.

Approved [Public, No. 12], 1234.

[In history of bills use lower-case in Members' names; in titles of bills follow document style as to the use of figures and abbreviations; *etc.*, not *and so forth*. Follow copy as to the omission of the word *the* in or before committee.

In permanent Record history of bills, actions run in with period and em dash. Indentions □ and overs □□.]

Senate  
and House  
Journals

Nominations  
Reports, etc.

Foreign  
Languages

Index



# SENATE AND HOUSE JOURNALS

## GENERAL RULES

The Journals are set in 7½-point (except votes, which are 6-point if appearing in columns), solid, Record measure, and as a rule Record style prevails.

Messages from the President are set in 7½-point, and extracts in same are quoted.

Abbreviate States as provided on page 56, except in amendments, which must be set bill style.

In amendments, matter stricken out must be set in roman, quoted; and matter inserted must be set in italic, bill style.

Omit comma between name of Senator or Representative and State in duplicate names, thus: Mr. Thomas of Oklahoma.

Note use of semicolon in Papers Referred.

Use one lead only on each side of small-cap heads.

Use 6½-point cap line for center heads showing time of meeting after recess taken in a day's proceedings.

Omit (*H. Doc. No. 17*, etc.) if appearing in Senate copy in connection with any matter which has been ordered printed as an executive document.

Note instructions on page 226 regarding "run-downs" in setting votes in Senate and House Journals.

For abbreviations of bills, resolutions, etc., see page 90.

Act will be lower-cased in copy marked "Fol. bill style."

## SENATE

[Observe the punctuation and paragraphing]

TUESDAY, JANUARY 15, 1935

### QUESTION OF QUORUM

Mr. Coolidge raised a question as to the presence of a quorum;

Whereupon

The Vice President directed the roll to be called;

When

Fifty-seven Senators answered to their names.

A quorum being present,

### PETITIONS

Mr. Capper presented a petition of citizens of Leavenworth, Kans., praying an investigation into the recent riots in Detroit, Mich.; which was referred to the Committee on the Judiciary.

### MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Rippon, one of its clerks:

*Mr. President:* The House of Representatives has passed the following bill and joint resolution, in which it requests the concurrence of the Senate:

H. R. 7158. An act to amend the Army appropriation act, approved July 11, 1932, so as to release appropriations for the completion of the acquisition of real estate in certain cases and making additional appropriations therefor; and

H. J. Res. 138. Joint resolution to repeal so much of the act of Congress approved February 28, 1932, as provides for the sale of Camp Eustis, Va.

The Speaker of the House of Representatives having signed two enrolled bills, S. 1881 and H. R. 5622, I am directed to bring the same to the Senate for the signature of its President.



## INTRODUCTION OF BILLS

Bills were introduced, read the first and second times by unanimous consent, and referred as follows:

By Mr. Copeland:

A bill (S. 2203) to provide for the consolidation or redistribution of the powers and duties of the several executive departments of the Government of the United States relating to the Territory of Alaska, and for other purposes; to the Committee on Territories and Insular Affairs.

By Mr. Capper:

A bill (S. 2204) for the relief of Christian Christensen; to the Committee on Claims.

## PRESIDENTIAL APPROVALS

A message from the President of the United States, by Mr. Howe, his secretary:

*Mr. President:* The President of the United States approved and signed the following acts:

On January 10, 1935:

S. 1934. An act granting the consent of Congress to the Huntington & Ohio Bridge Co. to construct, maintain, and operate a highway and street railway bridge across the Ohio River, between the city of Huntington, W. Va., and a point opposite in the State of Ohio.

On January 12, 1935:

S. 1794. An act to authorize the Secretary of War to release the Kansas City & Memphis Railroad & Bridge Co. from reconstructing its highway and approaches across its bridge at Memphis, Tenn.

*Ordered,* That the Secretary notify the House of Representatives thereof.

## PROPOSED SUMMER RECESS

The Senate resumed the consideration of the concurrent resolution (S. Con. Res. 6) providing for an adjournment of the Senate from July 7 to July 15, 1932.

It was determined in the negative,	{ Yeas-----	24
	{ Nays-----	27

On motion by Mr. Neely,

The yeas and nays being desired by one-fifth of the Senators present,

Those who voted in the affirmative are—

Senators Burke, Bulkley, Byrnes, Donahey, Frazier, McNary, and Nye.

Those who voted in the negative are—

Senators Ashurst, Borah, Byrd, Capper, Caraway, Johnson, and Harrison.

So the resolution was not agreed to.

## ADJUSTED COMPENSATION FOR VETERANS OF WORLD WAR

On motion by Mr. Bankhead,

The Senate resumed the consideration of the unfinished business, viz, the bill (S. 1039) for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States.

Mr. Bankhead raised a question as to the presence of a quorum;

Whereupon

The Vice President directed the roll to be called;

When

Forty Senators answered to their names.

The number of Senators present not constituting a quorum,

The Vice President directed the names of the absentees to be called;

When

Seven Senators answered to their names.

A quorum not being present,

On motion by Mr. Robinson,

*Ordered,* That the Sergeant at Arms be directed to request the attendance of the absent Senators.

Pending the execution of the order, a quorum having appeared,

## PAPERS REFERRED

Papers in the cases hereinafter mentioned, to accompany bills introduced, were taken from the files and referred, under the rule, as follows:

William H. Van Name; John B. Hamblin; Hannah Vandenburg; Mary C. F. Warren; David Granger; and James Grogan; to the Committee on Pensions.

## ENROLLED BILLS SIGNED

Mr. Vandenberg, from the Committee on Enrolled Bills, reported that they had examined and found duly enrolled the following bills:

S. 1881. An act to amend an act entitled "An act to provide a government for the Territory of Hawaii", approved April 30, 1900, as amended, to establish an Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes; and

H. R. 5622. An act providing for the appraisal and sale of the Vashon Island Military Reservation in the State of Washington, and for other purposes.

Whereupon

The Vice President signed the same, and they were delivered to the committee to be presented to the President of the United States.

## HOUSE BILL AND JOINT RESOLUTION REFERRED

The bill H. R. 7158 and House Joint Resolution 138, this day received from the House of Representatives for concurrence, were read the first and second times by unanimous consent and referred to the Committee on Military Affairs.

## REPORTS OF COMMITTEES

Mr. Trammell, from the Committee on Naval Affairs, to whom were referred the following bills, reported them without amendment and submitted reports thereon, as follows:

S. 1733. A bill authorizing the Secretary of the Navy, in his discretion, to deliver to the president of the Milwaukee Press Club, of Milwaukee, Wis., the bell of the wrecked cruiser *Milwaukee* (Rept. No. 198); and

S. 1824. A bill to provide for the relief of certain officers of the Naval Reserve Force, and for other purposes (Rept. No. 199).

## PETITIONS AND MEMORIALS

Petitions, memorials, etc., were presented and referred as follows:

By Mr. Capper: A resolution of Coffeyville Post, No. 20, American Legion, of Coffeyville, Kans., praying the enactment of legislation providing adequate relief for disabled ex-service men; to the Committee on Finance.

By Mr. Logan: A petition of L. G. Council, of Louisville, Ky., favoring the abolishment of the New York Cotton Exchange; to the Committee on Agriculture and Forestry.

## RECESS

On motion by Mr. Pittman, at 5 o'clock and 12 minutes p. m.,  
The Senate took a recess until 12 o'clock m. tomorrow.

AT 12 O'CLOCK M. (CALENDAR DAY, THURSDAY, JULY 18, 1935)

## EXECUTIVE SESSION

On motion by Mr. Wagner,

The Senate proceeded to the consideration of executive business; and  
After the consideration of executive business the doors were reopened;

When,

On motion by Mr. Wagner, at 5 o'clock and 36 minutes p. m.,

The Senate adjourned.

## HOUSE

[Observe the punctuation and paragraphing, and that date lines are set in case 130 caps, centered. Follow Record style in the treatment of names of Members of Congress.]

## TUESDAY JULY 16, 1935

The House was called to order by the Speaker.

The Journal of the proceedings of yesterday was read and approved.

Executive communications, pursuant to clause 2, rule XXIV, were referred as follows:

896. A letter from the Secretary of the Treasury, transmitting deficiency estimate of appropriation, in the sum of \$5,594.21, required by the Department of Labor for "Salaries and expenses of the International Conference of Labor, 1931" (S. Doc. No. 17); to the Committee on Appropriations and ordered to be printed.

897. A letter from the Secretary of the Treasury, transmitting supplemental estimate of appropriation required by the Bureau of Fisheries for reconstruction of the fish hatchery at Baker Lake, Wash., recently damaged by fire (S. Doc. No. 17); to the Committee on Appropriations and ordered to be printed.

[Use the following form if only one executive communication is transmitted:]

1001. A letter from the Secretary of War, transmitting, with a letter from the Chief of Engineers, report on preliminary examination of Quinby Creek, Va., was taken from the Speaker's table and referred to the Committee on Rivers and Harbors.

#### PRESIDENT'S MESSAGE READ

The SPEAKER also laid before the House the following message from the President, which was read, and, with accompanying papers, referred to the Committee on the Civil Service:

*To the Congress of the United States:*

As required by the act of Congress to regulate and improve the civil service of the United States, approved January 16, 1883, I transmit herewith the Fifty-first Annual Report of the United States Civil Service Commission for the fiscal year ended June 30, 1934.

FRANKLIN D. ROOSEVELT.

THE WHITE HOUSE, *January 14, 1935.*

#### BILL AND JOINT RESOLUTION PRESENTED TO THE PRESIDENT

Mr. PARSONS, from the Committee on Enrolled Bills, reported that that committee did on January 11, 1935, present to the President, for his approval, a bill and a joint resolution of the House of the following titles:

H. R. 7349. An act to amend the act entitled "An act for the control of floods on the Mississippi River and its tributaries, and for other purposes", approved May 15, 1928, as amended; and

H. J. Res. 116. Joint resolution authorizing the issuance of a special postage stamp in honor of Commodore John Barry.

#### MESSAGE FROM THE PRESIDENT

A message in writing from the President was communicated to the House by Mr. Latta, one of his secretaries, who also announced that the President did, on the following dates, approve and sign bills and a joint resolution of the House of the following titles:

#### HOUSE BILLS APPROVED

On June 5, 1935:

H. R. 4803. An act making appropriations for the naval service for the fiscal year ending June 30, 1936, and for other purposes; and

H. R. 5222. An act to provide for the retention by the Government of the property in Seward, Alaska, known as the Alaska Northern Railway Office Building, and its use for court purposes.

On June 7, 1935:

H. J. Res. 173. Joint resolution ratifying and confirming from and including July 1, 1935, obligations incurred pursuant to the terms of certain appropriations for the fiscal year 1936.

#### MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Biffle, one of its secretaries, announced that the Senate had passed a bill and Senate joint and concurrent resolutions of the following titles, in which the concurrence of the House of Representatives was requested:

S. 1960. An act providing for an additional judge for the northern district of California;

S. J. Res. 85. Joint resolution to provide for the remission of further payments of the annual installments of the Chinese indemnity; and

S. Con. Res. 7—



## Senate Concurrent Resolution 7

*Resolved by the Senate (the House of Representatives concurring),* That the bill (H. R. 7456) to provide revenue, to regulate commerce with foreign countries, to encourage the industries of the United States, and for other purposes, as it passed the House, be printed as a Senate document, with an index, and that 15,000 additional copies be printed, of which 4,000 shall be printed for the use of the Senate, 9,000 for the House, to be distributed through the folding room, 1,000 for the Committee on Finance of the Senate, and 1,000 for the Committee on Ways and Means of the House.

The message also announced that the Senate had passed a bill of the following title, in which the concurrence of the House of Representatives was requested:

S. 916. An act limiting the creation or extension of forest reserves in New Mexico and Arizona.

## PRIVATE CALENDAR

The House proceeded, in accordance with the special order agreed to on yesterday, to take up bills on the Private Calendar to which there should be no objection.

On motion of Mr. FORD of California, by unanimous consent, said bills were considered in the House as in Committee of the Whole House.

## HUBERT REYNOLDS

The bill (H. R. 2003) for the relief of Hubert Reynolds was read. Objection was made to the consideration of the bill.

## SENATE BILL REFERRED

A bill of the Senate of the following title was taken from the Speaker's table and, under the rule, referred as follows:

S. 1039. An act for the public protection of maternity and infancy, and providing a method of cooperation between the Government of the United States and the several States; to the Committee on Interstate and Foreign Commerce.

## AFTER THE RECESS—8 P. M.

## ENROLLED BILLS AND JOINT RESOLUTION SIGNED

Mrs. O'DAY, from the Committee on Enrolled Bills, reported that that committee had examined and found truly enrolled bills and a joint resolution of the House of the following titles, which were thereupon signed by the Speaker pro tempore:

H. R. 2421. An act granting certain public lands to the city of Phoenix, Ariz., for municipal purposes;

H. R. 6814. An act to authorize the construction of a dam across Wabash River at Huntington, Ind.; and

H. J. Res. 32. Joint resolution to change the name of the Grand River in Colorado and Utah to the Colorado River.

## RULE TO CONSIDER NAVAL AND INDIAN BILLS

Mr. SABATH, by direction of the Committee on Rules, to which was referred the resolution (H. Res. 159)—

*Resolved,* That immediately upon the adoption of this resolution it shall be in order to move that the House resolve itself into the Committee of the Whole House on the state of the Union for the consideration of the following bill: H. R. 7864, a bill providing for sundry matters, etc.—  
under clause 56, rule XI, reported said resolution (Rept. No. 287).

## RATIFYING NAVAL APPROPRIATIONS

Mr. KELLER introduced the following joint resolution (H. J. Res. 173):  
Joint resolution ratifying and confirming from and including July 1, 1935, obligations incurred pursuant to the terms of certain appropriations for the fiscal year 1936.

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,* That appropriations for the service of the fiscal year 1936 contained in the act entitled "An act making appropriations for the naval service for the fiscal year ending June 30, 1936, and for other purposes", are hereby made available.



Which, by unanimous consent, was considered, read twice, ordered to be engrossed and read a third time, was read the third time by title, and passed.

A motion by Mr. KELLER to reconsider the vote whereby the joint resolution was passed was, on his motion and by unanimous consent, laid on the table.

*Ordered*, That the Clerk request the concurrence of the Senate in said joint resolution.

#### LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted—

To Mr. KENNEDY, for 5 days; and

To Mr. KELLER, for 10 days.

#### CONTESTED-ELECTION CASE—O'CONNOR v. DISNEY

Mr. MASSINGALE, by direction of the Committee on Elections No. 1, to which was referred the contested-election case of *Charles O'Connor v. Wesley E. Disney*, from the First Congressional District of the State of Oklahoma, under clause 56, rule XI, submitted a report thereon (Rept. No. 281).

The report was ordered to be printed, and, together with the accompanying resolution, was referred to the House Calendar.

#### CONFERENCE REPORT

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 11897) making appropriations for the military and nonmilitary activities of the War Department for the fiscal year ending June 30, 1936, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 20, 41, 45, 57, and 86.

That the House recede from its disagreement to the amendments of the Senate numbered 1, 3, 5, 6, 9, 19, 23, 25, 26, 27, 29, 30, 31, 33, 35, 37, 38, 39, 40, 46, 48, 49, 50, 53, 55, 56, 59, 63, 77, 83, 84, and 85, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following: *including not to exceed \$2,365 for necessary per diem and traveling expenses in connection therewith*; and the Senate agree to the same.

Amendment numbered 34: That the House recede from its disagreement to the amendment of the Senate numbered 31, and agree to the same with an amendment as follows: In lieu of the sum proposed insert *\$32,000,000*; and the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 8, 10, 11, 12, 13, 14, 15, 16, 18, 32, 54, 60, 62, 79, 80, and 87.

JAMES P. BUCHANAN,  
CHESTER C. BOLTON,  
JED JOHNSON,

*Managers on the part of the House.*

CARTER GLASS,  
ROYAL S. COPELAND,  
FREDERICK HALE,  
HARRY S. TRUMAN,

*Managers on the part of the Senate.*

[Note also the following three examples:]

Page 27, after line 12, insert:

*The Secretary of the Navy is authorized to acquire one thousand acres, more or less, at or near Camp Kearny, California, for a site for a lighter-than-air aviation station and to pay for the same an average price of not exceeding \$100 per acre out of any funds appropriated for aviation purposes.*

Mr. MILLARD moved that the House recede from its disagreement to said Senate amendment and concur therein.

The question being taken, on a division there appeared—yeas 7, nays 47.

So, the motion to recede and concur was not agreed to.

Mr. MONTET moved that the House recede from its disagreement to Senate amendments nos. 91 to 122, inclusive, and concur therein, which motion was agreed to, viz:

Page 45, line 4, amendment no. 91, strike out "\$600" and insert \$720.

92. Strike out "\$25,300" and insert \$27,100.

93. Line 9, strike out "\$600" and insert \$720.

Amendment numbered 53: That the House recede from its disagreement to the amendment of the Senate numbered 53, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following:

*Section of surety bonds: Clerks—one of class three, one of class two, two of class one; one, \$1,000; assistant messenger; in all, \$7,120.*

And the Senate agree to the same.

#### CALL OF THE HOUSE

Mr. LANHAM made the point of order that a quorum was not present.

A quorum not being present,

On motion of Mr. LEE of Oklahoma, a call of the House was ordered.

The doors were closed.

The roll was called,

When the following-named Members failed to answer—

[Roll No. 8]

Adair	Fuller	Lambertson	Ransley
Andrews, N. Y.	Gasque	Larrabee	Rudd
Arnold	Harlan	Lea, Calif.	Steagall

Thereupon the Speaker announced that 226 Members had answered to their names, a quorum.

On motion of Mr. WIGGLESWORTH, further proceedings under the call were dispensed with.

The doors were reopened.

#### YEA-AND-NAY VOTE

The question being put,

Will the House agree to the resolution?

It was decided in the negative, {	Yeas-----	23
	Nays-----	165

The yeas and nays being demanded and ordered by one-fifth of the Members present,

[Roll No. 9]

Those voting in the affirmative—

Amlie	Bell	Gilchrist	Wadsworth
-------	------	-----------	-----------

Those voting in the negative—

Carden	Dirksen	Haines	Monaghan
--------	---------	--------	----------

So, the resolution was not agreed to.

#### AUTOMATIC ROLL CALL

The question being put,

Will the House pass the joint resolution?

On a division there appeared—yeas 102, nays 47.

Whereupon Mr. OLIVER made objection that a quorum was not present and not voting.

A quorum not being present,

The roll was called under clause 4, rule XV,

When there appeared, {	Yeas-----	177
	Nays-----	84
	Answering present-----	2

[Roll No. 10]

Those voting in the affirmative—

Dies	Guyser	Lea, Calif.	Rich
------	--------	-------------	------

Those voting in the negative—

Andrew, Mass.	Gavagan	Martin, Mass.	Robinson
---------------	---------	---------------	----------

Answering present—

Sears	Sandlin
-------	---------

So, the joint resolution was passed.

The bill, as amended, was ordered to a third reading, etc.

Whereupon, on motion of Mr. UNDERWOOD, the House resolved itself into the Committee of the Whole House on the state of the Union for the consideration of the amendments of the Senate to the bill (H. R. 7294) supplemental to the National Prohibition Act; and after some time spent therein,

The SPEAKER resumed the chair,

When Mr. TRUAX, Chairman, reported that the Committee, having had under consideration the amendments of the Senate to the bill (H. R. 7294) supplemental to the National Prohibition Act, had directed him to report that the Committee recommended that certain Senate amendments be concurred in, that certain other Senate amendments be concurred in with amendments, and certain other Senate amendments be disagreed to.

Mr. BLANTON, stating that he rose to a question of privilege of the House, submitted a resolution.

The resolution was read, as follows:

Whereas the Constitution of the United States, which empowers the President to address recommendations respecting, etc.: Now, therefore, be it

*Resolved*, That such exclusion of this House from the right conferred upon it by the Constitution to share in all communications which the President may address to Congress respecting, etc.

Mr. ROBSION of Kentucky demanded a separate vote on the following motion:

Concur in Senate amendment no. 15—

*Provided further, That no vinous liquor shall be imported into the United States unless it is made to appear to the Commissioner that vinous liquor for such nonbeverage use produced in the United States is not sufficient to meet such nonbeverage needs—*

with the following amendment: In lieu of the matter proposed in said Senate amendment insert:

*Provided, That no vinous liquor shall be imported into the United States unless it is made to appear to the Commissioner, etc.*

#### ADJOURNMENT UNTIL MONDAY

On motion of Mr. WEAVER, by unanimous consent,

*Ordered*, That when the House adjourns today it adjourn to meet on Monday next.

And then,

#### ADJOURNMENT

On motion of Mr. WEAVER, at 5 o'clock and 58 minutes p. m., the House adjourned.

#### REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. O'CONNOR: Committee on Rules. House Resolution 288. Resolution authorizing all Members of the House to extend their own remarks in the Congressional Record; without amendment (Rept. No. 1776). Referred to the House Calendar.

Mr. PATTERSON: Committee on Patents. S. 4912. An act to protect the copyrights and patents of foreign exhibitors at A Century of Progress (Chicago World's Fair Centennial Celebration), to be held at Chicago, Ill., in 1933; without amendment (Rept. No. 1778). Referred to the Committee of the Whole House on the state of the Union.

[Use above form also when only one report is submitted.]

#### REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. COCHRAN: Committee on Accounts. House Resolution 289. Resolution providing for the payment of extra compensation to James W. Boyer, Jr. (Rept. No. 1779). Ordered to be printed.

[Use above form also when only one report is submitted.]



## ADVERSE REPORT

Under clause 2 of rule XIII,

Mr. THOMASON: Committee on Military Affairs. House Resolution 67. Resolution directing the Secretary of War to furnish certain information to the House of Representatives (Rept. No. 33). Laid on the table.

Mr. PITTENGER: Committee on Claims. H. R. 11964. A bill for the relief of the P. J. Carlin Construction Co. (Rept. No. 1014). Laid on the table.

[Use the above form also when only one report is submitted.]

## CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H. R. 6442) granting a pension to Martha A. Curtis; Committee on Pensions discharged, and referred to the Committee on Invalid Pensions.

A bill (H. R. 11111) granting a pension to Annie Elizabeth Clark; Committee on Pensions discharged, and referred to the Committee on Invalid Pensions.

[Use the following form if only one change of reference is made:]

Under clause 2 of rule XXII, the Committee on Pensions was discharged from the consideration of the bill (H. R. 7557) granting a pension to Fannie Knowles, and the same was referred to the Committee on Invalid Pensions.

## PUBLIC BILLS, RESOLUTIONS, AND MEMORIALS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. DALY: A bill (H. R. 12917) to prohibit discrimination and intimidation on account of race or color in employment under contracts for public buildings or public works in the United States, and fixing penalties therefor; to the Committee on Labor.

By Mr. CANNON of Missouri: Joint resolution (H. J. Res. 463) to amend the Revenue Act of 1932 by repealing section 751, imposing a tax on checks, drafts, and money orders for the payment of money; to the Committee on Ways and Means.

By Mr. BURNHAM: Memorial of the City Council of the City of Santa Monica, Calif., pertaining to the Federal Government pledging the support of the city of Santa Monica in the execution of any plan of defense which may be inaugurated by the Federal Government within the legal limits of the city of Santa Monica; to the Committee on Naval Affairs.

## PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. CLAIBORNE: A bill (H. R. 12921) for the relief of Andrew William McFadden; to the Committee on Naval Affairs.

Also, a bill (H. R. 12922) granting an increase of pension to Emma C. Bragg; to the Committee on Pensions.

Also, a bill (H. R. 12923) granting an increase of pension to Catherine Sweeney; to the Committee on Invalid Pensions.

By Mr. DEMPSEY: A bill (H. R. 12924) granting a pension to Victor Brock; to the Committee on Pensions.

By Mr. DUFFEY of Ohio: A bill (H. R. 12925) for the relief of C. A. Hursh; to the Committee on Claims.

By Mr. JENKINS of Ohio: A bill (H. R. 12926) for the relief of Fanny Reuter Shafer; to the Committee on Claims.

[Use the following form if only one bill is introduced:]

Under clause 1 of rule XXII, Mr. LEA introduced a bill (H. R. 15978) granting an increase of pension to John W. Bennett, which was referred to the Committee on Invalid Pensions.



## PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

8510. By Mr. GINGERY: Petition of Mina C. Ahrens, urging a respite or moratorium on debts, bonds, taxes, and interest, public and private, until the depression is over and times are better; to the Committee on Ways and Means.

8511. By Mr. GILCHRIST: Petition of 26 citizens of Wesley, Iowa, asking the President and the Congress to enact legislation that will enable small farmers to retain ownership of their homes; and asking immediate passage of legislation which will place farm mortgages upon an equality with other assets in the reconstruction program of the Reconstruction Finance Corporation; to the Committee on Agriculture.

8512. By Mr. HAMLIN: Petition of National Association of Flat Rolled Steel Manufacturers, Cleveland, Ohio, protesting against the dumping of foreign steel in the United States; to the Committee on Ways and Means.

8513. Also, petition of E. Goldberger, manufacturer, Brooklyn, N. Y., protesting against increased Federal expenditures; to the Committee on Economy.

### Votes in Senate and House Journals.

Operators must observe the following forms: Allow an en space at end of introductory clause for the insertion of a brace when line is sawed. The figures which accompany the "yeas", "nays", etc., must be set on the same slug as those words.

It was decided in the affirmative, Run down 16 ems, 7½-point.	{ Yeas-----	110
	{ Nays -----	10
	{ Not answering-----	42
It was decided in the negative, Run down 14¾ ems, 7½-point.	{ Yeas-----	40
	{ Nays -----	100
When there appeared, Run down 11¼ ems, 7½-point.	{ Yeas -----	100
	{ Nays -----	40
	{ Not answering-----	89
	{ Answering present-----	3
It was determined in the negative, Run down 16 ems, 7½-point.	{ Yeas -----	12
	{ Nays -----	20
It was determined in the affirmative, Run down 17¾ ems, 7½-point.	{ Yeas -----	200
	{ Nays -----	50
	{ Not answering-----	9

# SENATE JOURNAL INDEX

## HISTORY OF BILLS AND INDEX

### History of bills in Senate Journal.

[Type, 7½-point, solid, Record measure. No *S.* or *H. R.* in front of numbers. Indentions 4 ems overruns 5 ems. Lower-case initial letter on action lines unless proper noun. *Italic* for amendments. Vessels in *italic*. Senate bills read *A bill*; House bills read *An act*.]

2194. A bill granting a pension to John D. Ball—(See bill H. R. 14063)	
4284. A bill to correct the military record of Alfred Clark—	
considered and postponed indefinitely-----	49
3220. A bill authorizing the Secretary of the Interior to make investigations through the Bureau of Mines of lignite coals <i>and peat</i> to determine the practicability of their utilization as a fuel and in producing commercial products—	
read twice and referred-----	20
reported without amendment (Rept. No. 524)-----	272
considered, amended, read the third time, and passed; title amended-----	301
11283. An act [to amend and reenact sections 4, 11, 16, 19, and 22 of the act approved December 23, 1913, and known as the Federal Reserve Act, and] <i>to amend the ninth paragraph of section 16 of the Federal Reserve Act, as amended by the acts approved September 7, 1916, and June 21, 1917, and to amend sections 5208 and 5209, Revised Statutes—</i>	
received-----	182
read twice and referred-----	182
reported with amendments (Rept. No. 682)-----	288
considered, amended, read the third time, and passed; title amended-----	288
House disagrees to Senate amendments and asks conference-----	302
Senate insists and agrees to conference-----	302
Senate member of conference excused and vacancy filled-----	312
report of Senate conferees submitted-----	332
Senate agrees to report of conferees-----	344
Senate recedes from amendment to the title-----	344
House agrees to report of conferees-----	347
examined and signed-----	348
approved [Public Law No. 218]-----	364

### Index in Senate Journal.

[Index is set in 7½-point, Record measure, flush; indentions 2, 3, 4 ems, etc.; overruns 4 ems except where 4-em indentions occur, when overruns are 5 ems. Note use of *H. R.* in front of numbers if more than one bill is given in the cross reference. Vessels in *italic*.]

Abt, William—(See bills H. R. 15900, H. R. 14063.)	
Agricultural products, duties on, requesting investigation—(See S. J. Res. 212.)	
Aliens—	
To provide for the deportation of certain—(See bills S. 4632; H. R. 5667, H. R. 12402.)	
Petitions for the deportation of certain, by citizens of—	
Massachusetts-----	242
Michigan-----	163
Petitions for the education of, by citizens of—	
Wyoming-----	363
Allen, Mary E., papers-----	25

*Barrett, Henry O.*, schooner, for the relief of the owners of—(See bill S. 3123.)

Borah, William E. (Senator from Idaho)—

Attended .....	3
Notice to amend the rules by, relating to the consideration of treaties in open session .....	241
Resolution submitted by—	
No. 178, to amend the rules relating to the consideration of treaties; over .....	37
Considered, amended, and agreed to .....	40
No. 187, to pay the funeral expenses of James H. Brady; referred .....	47
Reported and agreed to .....	60

Committees, standing—

Additional accommodations to the Library of Congress—	
Resolution No. 167, by Mr. Reed, to employ an additional clerk for; referred .....	19

Commerce, Secretary of—

Communications from—	
Relating to the value of certain inland canals, in response to Senate Resolution 277, by Mr. Saulsbury .....	344
Ordered printed .....	350
In response to Senate Resolution 309, by Mr. Calder, relating to the value of certain canals .....	379

Liquor—

Memorials against prohibition by citizens of—	
Arizona .....	272, 276
Arkansas .....	244, 319
Wyoming .....	132,
134, 136, 149, 153, 167, 232, 248, 256, 259, 261, 262, 265, 273, 280,	
288, 301, 305, 310, 315, 316, 318, 328, 363.	

Wagner, Robert F. (Senator from New York)—

Attended .....	3
Resolutions submitted by—	
Committee on Military Affairs—	
Hearings before, authorizing, referred .....	46
Reported and agreed to .....	47
Harbord mission, requesting a report of; considered and agreed to .....	281
Rules of Senate, notice of proposed motion to suspend rule XVI, paragraph 3 .....	87
Motion submitted and agreed to .....	88

## HISTORY OF BILLS UNDER NAMES OF SENATORS INTRODUCING THEM

[This history of bills and resolutions is set in 7½-point, solid, Record measure. Italic lines indented 4 ems; action lines 5 ems, lower-case initial letters unless first word is proper noun; overruns 6 ems. Spell months except when in parentheses or brackets and followed by day of month; vessels in italic.]

### By SENATOR BANKHEAD:

For the history of the omnibus bills referred to in this list, see pages 5, 6, and 7 of this volume.

418. A bill granting an increase of pension to Benjamin G. Barber—	
<i>First session:</i>	
read twice and referred .....	13
<i>Second session:</i>	
reported (see bill S. 5575).	
419. A bill granting an increase of pension to Emma T. Barnes—	
<i>First session:</i>	
read twice and referred .....	13
<i>Second session:</i>	
reported (see bill S. 5575).	
420. A bill granting an increase of pension to A. M. Barstow—	
<i>First session:</i>	
read twice and referred .....	13
<i>Second session:</i>	
reported (see bill S. 4261).	

## SIMPLE RESOLUTIONS

246. A resolution relative to increasing the compensation of the star-route contractors—	
<i>Second session:</i>	
read and referred.....	76
326. A resolution to authorize the printing of Senate Document No. 419, Workman's Compensation Report—	
<i>Second session:</i>	
read and referred.....	214
considered and agreed to.....	390
 <b>Style of Senate omnibus bills.</b>	
832. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent relatives of such soldiers and sailors—	
<i>First session:</i>	
read twice and referred.....	21
reported with an amendment (Rept. No. 47).....	71
considered, amended, read the third time, and passed.....	113
<i>Second session:</i>	
passed the House with amendments.....	89
Senate disagrees to House amendments and asks conference..	92
House insists and agrees to conference.....	95
Senate agrees to report of conferees.....	103
House agrees to report of conferees.....	112
examined and signed.....	114
presented.....	115
approved [Private Law No. 4].....	136
833. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent relatives of such soldiers and sailors—	
<i>First session:</i>	
read twice and referred.....	21
considered, amended, read the third time, and passed.....	113
<i>Second session:</i>	
passed the House with amendments.....	89
Senate agrees to report of conferees.....	103
House agrees to report of conferees.....	112
examined and signed.....	114
presented.....	115
approved [Private Law No. 51].....	136
4353. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and of wars other than the Civil War, and to certain widows and dependent relatives of such soldiers and sailors—	
reported, read twice, and placed on the calendar (Rept. No. 214).....	109
considered, amended, read the third time, and passed.....	203
passed the House with amendments.....	249
House agrees to report of conferees.....	316
Senate agrees to report of conferees.....	319
examined and signed.....	320
presented.....	321
approved [Private Law No. 36].....	338
4552. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent relatives of such soldiers and sailors—	
reported, read twice, and placed on the calendar (Rept. No. 276).....	135
considered, amended, read the third time, and passed.....	253
examined and signed.....	320
presented.....	321
approved [Private Law No. 37].....	338



# HOUSE JOURNAL INDEX

## HISTORY OF BILLS AND INDEX

### History of bills in House Journal.

History of bills is set in 6½-point, Record measure, flush. Indentions 3 ems; overruns 4 ems. Lead before each item. Actions run in with em dash. Spell months, unless in parentheses or brackets and followed by date. Vessels in *italic*.

- H. R. 6410—Authorizing the city of Boulder, Colo., to purchase certain public lands.  
Mr. Hardy; Committee on the Public Lands, 211.—Reported with amendments (Rept. 254), 397.—Amended and passed House, 426.—Passed Senate, 453.—Examined and signed, 457.—Presented to the President, 462.—Approved [Public Law No. 9], 471.
- H. R. 6411—Granting a pension to Katherine G. Manning.  
Mr. Tinkham; Committee on Pensions, 211.
- H. R. 6412—Granting an increase of pension to Thomas Shepard.  
Mr. Tinkham; Committee on Invalid Pensions, 211.
- H. Res. 6—Concerning the right of John Doe to be sworn in as a Member of the Sixty-sixth Congress.  
Mrs. Rogers; agreed to, 7.—Committee appointed, 41.—Proceedings vacated to amendment stage, 164.—Amended and agreed to, 164.—Reported (Rept. 414), 532.
- H. Res. 43—Amending the rules of the House of Representatives.  
Mr. Tinkham; Committee on Rules, 63.
- S. 696—To carry out the findings of the Court of Claims in the case of Frank S. Bowker.  
Passed Senate, 386.—Referred to Committee on Claims, 386.
- S. 715—For the relief of the Atlas Lumber Co., Babcock & Wilcox, Johnson, Jackson & Corning Co., and the C. H. Klein Brick Co., each of which companies furnished to Silas N. Opdahl, a failing Government contractor, certain building materials which were used in the construction of Burke Hall at the Pierre Indian School, in the State of South Dakota.  
Passed Senate, 293.—Referred to Committee on Claims, 293.
- S. J. Res. 100—Making Tuesday, September 16, 1919, a legal holiday in the District of Columbia.  
Passed Senate 428.—Amended and passed House, 430.—Passed Senate, 433.—Examined and signed, 435.—Approved, 459.
- S. J. Res. 112—Continuing temporarily certain allowances to officers of the Navy and Marine Corps.  
Passed Senate, 512.—Referred to Committee on Naval Affairs, 558.
- S. Con. Res. 4—Authorizing the printing of extra copies of the hearings and report of the committee entitled "Brewing and Liquor Interests and German Propaganda and Bolshevik Propaganda."  
Passed Senate, 244.—Referred to Committee on Printing, 244.—Reported without amendment (H. Rept. 325), amended, and agreed to, 453.—Senate agrees to House amendments, 454.

### Index in House Journal.

Index is set in 6½-point solid, Record measure. Cap lines flush; *italic* lines indented 1 em; other lines 2 ems; all overruns 3 ems (except overruns preceding or following a 3-em dash are indented 6 ems). All items set in alphabetical order, first word capitalized. Months followed by date are spelled out unless in parentheses or brackets. Vessels in *italic*.

#### A

BACHARACH, *Isaac* (*a Representative from New Jersey*).

Appointed conferee, 73.

Appointed on funeral committee, 712.

Attended opening session, 2.

Elected on committee, 150.

#### *Bills and resolutions introduced by*

Adjusted-service credit to sisters, brothers, and estates: payment (H. R. 10572).

Ancona Printing Co., Inc.: relief (H. R. 8040).

Bennett, William R.: relief of estate (H. R. 450).

Claremont, Okla.: purchase site and erect public building at (H. J. Res. 265).

Hall, Eliza H.: pension (H. R. 464).

— increase pension (H. R. 687).

Legislative appropriation bill, 1932 (H. R. 10267).

Summit, N. J.: erect public building at (H. R. 643).

*Leave of absence granted to*, 46, 280, 460.

*Petitions and papers presented by*, 340, 360.

*Reports made by, from*

Committee on Appropriations: legislative appropriation bill, 1932 (H. R. 10267, Rept. 647).

— legislative appropriation bill, 1933 (H. R. 4623, Rept. 460; H. R. 4838, Rept. 399).

Committee on the Public Lands: Landry, Jacob, claim of (H. R. 2418, Rept. 399).

*Papers withdrawn by, in the case of*

Knewrek, William, and John Monks, 471.

*Votes. See YEA-AND-NAY VOTES.*

ADRAIN, *John*, and *Frank Shaw*, 464.

ALLISON, *Iowa*, purchase ground at (H. R. 14540).  
 ALMON, JONES & PORTER, relief (H. R. 9025).  
 AMERICAN LEGION  
   *Communications from, transmitting*  
     Annual report (H. Res. 211).  
 ANDERSON, *John, and others*, relief (H. R. 4140).  
 ANDREWS, *Lois I., Edith Bolling, and others*, relief (H. R. 7654).

## B

BROWN, *David G.*, pension (H. R. 12540).

## C

CHESTER (PA.) CHURCH OF CHRIST, relief (H. R. 4267, 4624).  
 CHURCH OF CHRIST, *Chester, Pa.*, relief (H. R. 4267, 4624).  
 CLOSTER, *James M.*, increase pension (H. J. Res. 234).  
 COMMITTEE ON THE DISTRICT OF COLUMBIA.  
   Permission to sit during session May 8, 339.  
   Permission to sit during sessions of the House, 318.  
   Williams, Guynn: elected to (H. Res. 356), 374.  
   Woods, James P.: resigned from, 266.  
*Discharged from further consideration of*  
   American Institute of Accountants: to incorporate (H. R. 9446), 61.  
   District of Columbia: fiscal system of (S. 205), 47.  
   Longfellow Street in, to widen (S. 2377).  
*Reports by*  
   District of Columbia appropriation bill (H. R. 10101, Rept. 598).  
   District of Columbia: alley dwellings, amending act to discontinue use of (S. 2597, Rept. 1194).  
   banking corporations in, regulating (S. 3170, Rept. 821).  
   board of accountancy for (S. 2531, Rept. 1200).  
   Civil War forts in, plan for parkway to connect old (H. R. 8792, Rept. 649).  
   First Street NE. in, widening of (H. R. 5018, Rept. 651).

## D

DRAINAGE DISTRICT NO. 1, *Richardson County, Nebr.* (H. R. 1102).  
 DRAINAGE DISTRICTS.  
   Aiding farmers making loans to (H. J. Res. 117).  
   Loans to: provide (H. R. 4650).

## E

ELECTING MEMBER TO COMMITTEE ON INVALID PENSIONS (H. Res. 117).  
 ELECTION OF PRESIDENT, VICE PRESIDENT, AND MEMBERS OF CONGRESS (H. Res. 61, 62), 148, 150.  
 ELECTIONS NO. 1, COMMITTEE, members elected to (H. Res. 42, 65), 142.  
 ELIAS, G., & BRO., INC., relief (H. R. 2470; S. 350).  
 ELLIOTT, *Mary*.  
   Increase pension (H. R. 9083).  
   Pension (H. R. 8703).  
 ELLIS, *Col. Richard W., Jr.*, accept medals (H. J. Res. 350).

## F

FARRAR, *Kathryn*, increase pension (H. R. 10297; S. 452).  
 FEES CHARGED BY RECORDER OF DEEDS, *District of Columbia* (H. R. 1274).

## G

GRAHAM, *Hon. G. S.*, death of (H. Res. 12), 6.  
 GRAND RIVER, *Mo. and Iowa*, report on, 299.  
 GRANT, *O. M., alias C. M. Grant*, relief (H. R. 2244).

## H

HENDERSON, *Henrietta S.*, relief (H. R. 10245, 12264).

## K

KILLIAN, *Edward E.* (deceased), relief (H. R. 4276).  
 KITTY HAWK (vessel), relief of owners (H. R. 42).

## L

LAW CASES.  
   By consent of parties: provide for references in (H. R. 5873).  
   Provide for references in (H. R. 4501).  
 LAWS AND RESOLUTIONS PASSED BY PHILIPPINE LEGISLATURE, 976.

## M

MAINE, U. S. S., extend relief to owners of (H. R. 325).  
 MARQUETTE (MICH.) HARBOR, report on, 762.  
 MAYNARD, *Annie B., and her helpless daughter, Jean Maynard*, pension (H. R. 464).  
 MULL, *Mr. and Mrs. A. L.*, relief (H. R. 8069), 59.

## O

O'CONNOR v. DISNEY, papers on, 157.

## P

PETITIONS AND PAPERS PRESENTED BY (other than by Members), 124.

## Q

QUORUM CALLS, 2, 6, 15, 100, 380, 420.

## R

RICE REGION, *Arkansas*, water supply of (H. R. 9020).

## S

SCOTT, *Maj. Gen. Hugh L.* (retired), recording Indian signs by (H. R. 5879).

SHUGARS, *Addie L.*, widow of *Samuel Kling*, pension (H. R. 4654).

SMITH, WILLIAM ROBERT, MEMORIAL ASSOCIATION, *El Paso, Tex.*, construct memorial in honor of William Robert Smith (H. R. 6850).

SMITH-WILLIAMS, INC., successors to *Bridge & Souter, Inc.*, relief (H. R. 4653).

STATE NATIONAL BANK OF WELLS POINT, TEX., relief of (H. R. 2594).

STUART, FLA., TO GULF OF MEXICO, report on, 136.

## Y

## YEA-AND-NAY VOTES.

Additional district judges: appointment of (H. R. 9103), on passage of, 24.

Adjournment: on motion for, 43, 44, 49, 58, 392, 406, 498, 500, 504, 505, 515, 517, 519, 521, 533, 535.

— requesting consent of Senate for (H. Res. 390), on motion to lay on table, motion to reconsider vote whereby resolution was agreed to, 483.

Agricultural products: authorizing association of (H. R. 2373), on motion to agree to Senate amendments to, 132.

Aliens: admission of certain (H. J. Res. 279), on passage of, 216.

— deportation of certain (H. R. 11118), on motion to recommit, 261.

Army Appropriation Act, 1922: amend, on motion to pass, 528.

Army, Chief of Staff of: appointment of (H. R. 11699), on motion for a second on passage of, 508.

— on motion to pass, 508.

Army and Navy pay bill (H. R. 10972), on motion to resolve into Committee of the Whole for consideration of, 341, 346, 347.

— on motion to recommit, 348.

— on motion to agree to conference report on, 398.

Nominations  
Reports, etc.

Foreign  
Languages

Index





# NOMINATIONS, REPORTS, DOCUMENTS, LAWS

## GENERAL RULES FOR NOMINATIONS

The rules governing document work apply to nominations and withdrawals, except as here noted.

Matter is set in 10 point, double leaded.

All nominations take current date, and the legislative day added when necessary. (Sample of each form is shown on following pages.)

In withdrawals, follow the date on copy and also the wording of the date line.

Spell everything except year, day of month, section, page, paragraph numbers, and any serial number where the word *numbered* is used or implied.

Omit the words *I nominate* in all nominations, no matter how or where written in copy.

In single nominations (that is, where only one person is named) where the words *I nominate* begin a paragraph in copy, indent the paragraph 6½ ems. This applies to Army and Navy as well as civilian nominations. (See sample 1, p. 234.)

In Army and Navy nominations where only lists of names are given, set flush in half measure where there are four or more in a group. If less than four, set each name as a paragraph, full measure. (See sample 2, p. 234.)

Where civilian nominations have more than one person named, each name is set as a separate nomination (except where otherwise prepared), following the form of postmasters; that is, each separate carries the same nomination number, with the black superior figure, and is set as a plain paragraph. Indent these 1 em only. (See sample 3, p. 235.) Those that are to be grouped (a number of names printed as one nomination) are nominations to or promotions in the Coast Guard, Coast and Geodetic Survey, Public Health Service, Military Service, Naval Service, and Diplomatic and Consular Service (except where consul, minister, or ambassador is named to a specific country).

If nomination contains an explanatory note, enclose note in parentheses and place just before the blank date line at bottom.

Note that the word *confirmed* is set in italic in the recommendation line.

*Reinstatement*, *Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses. (See sample 3, p. 235.)

The President's signature indicates the end of a nomination, but is printed only in a withdrawal (see sample 5, p. 237), or in a withdrawal and nomination combined.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

In post-office nominations, if superior figures are used in connection with the bracketed figure at the left, bear off from the outside of the bracket. Use black superior figure. (See sample 3, p. 235.)

A nomination confirmed without reference to a committee is printed as a message only.

Style of messages and Executive Journal extracts is shown in samples 6 and 7, on pages 237 and 239, respectively.

Note the use of the words *I nominate* in paragraphs in the messages.

## SAMPLE 1

379]

## NOMINATION REFERENCE AND REPORT

[20 points]

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

*January 5, 1935.*

*Ordered,* That the following nomination be referred to the Committee on the Judiciary:

[20 points]

[Indent 6½ ems.] Louis H. Burns, Junior, of Louisiana, to be United States attorney, eastern district of Louisiana, vice Henry Mooney, resigned.

[30 points]

1935.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

## SAMPLE 2

422]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

*January 10, 1935.*

*Ordered,* That the following nominations be referred to the Committee on Naval Affairs:

The following-named captains to be rear admirals in the Navy from the 3d day of June 1934:

Archibald H. Scales

Nathan C. Twining

Commander David E. Theleen to be a captain in the Navy from the 1st day of January 1935.

The following-named commanders to be captains in the Navy from the 3d day of June 1934:

Andrew T. Graham,  
William C. Asserson,

Arthur St. Clair Smith, and  
Clark H. Woodward.

[30 points]

, 1935.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Follow copy in the use of word *and* between names. Put comma after each name—paragraph or half measure—if word *and* is used in copy.]

---

SAMPLE 3

481]<sup>1</sup>

### NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

*January 5 (legislative day, January 3), 1935.*

*Ordered,* That the following nomination be referred to the Committee on Post Offices and Post Roads:

Flora A. Hastings to be postmaster at Coachella, California.  
(Reappointment.)

[30 points]

, 1935.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.



## SAMPLE 4

[Center heads to be in italic except when followed by a subhead, in which case the first is set in small caps, followed by subhead in italic, as below.]

489]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,  
*January 7 (legislative day, January 3), 1935.*

*Ordered,* That the following nominations be referred to the Committee on Military Affairs:

Under the provisions of an act of Congress approved June 4, 1920, the officers herein named for promotion in the Regular Army of the United States:<sup>1</sup>

## MEDICAL CORPS

*To be captain*

First Lieutenant Leland Elder Dashiell, Medical Corps, from July 4, 1934.

## VETERINARY CORPS

*To be first lieutenants*

Second Lieutenant Harry Lawrence Watson, Veterinary Corps, from July 18, 1934.

Second Lieutenant Samuel Weir Clark, Veterinary Corps, from July 23, 1934.

[30 points]

, 1935.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nominations be *confirmed*.

<sup>1</sup> This paragraph to be used only when in copy.

## SAMPLE 5

## WITHDRAWAL

The following message from the President withdrawing nomination was ordered to lie on the table:

436] THE WHITE HOUSE, *January 15, 1935.*  
*To the Senate of the United States:*

I withdraw the nomination of the following-named officer, which was submitted to the Senate on January 10, 1935:

*Ordnance Department*

Captain Arthur Grant Mack, Cavalry, with rank from October 19, 1934.

FRANKLIN D. ROOSEVELT.

[If copy for this form shows reference to a committee, leave off the reference. If there is more than one withdrawal, make case-14 line and following paragraph read in the plural. The case-14 line and the paragraph go at beginning of first withdrawal only.]

## SAMPLE 6

MESSAGES <sup>1</sup>

[Observe the forms of *I nominate*. The messages are made up from the Nomination Reference and Report forms and carry no display heading. A 3-inch "sink" is put at top of first page.]

414] THE WHITE HOUSE, *January 7, 1935.*  
*To the Senate of the United States:*

I nominate Robert W. McCuen, of Vergennes, Vermont, to be collector of internal revenue for the district of Vermont in place of James E. Kennedy.

FRANKLIN D. ROOSEVELT.

To the Committee on Finance.

418] THE WHITE HOUSE, *January 7, 1935.*  
*To the Senate of the United States:*

Under the provisions of an act of Congress approved June 4, 1920, I nominate the officers herein named for promotion in the Regular Army of the United States:

<sup>1</sup> This heading does not appear in the completed print.

## MEDICAL CORPS

*To be captains*

First Lieutenant Lewis Bradley Bibb, Medical Corps, from August 2, 1934.

First Lieutenant Charles William Henderson, Medical Corps from August 2, 1934.

FRANKLIN D. ROOSEVELT.

To the Committee on Military Affairs.

422]

THE WHITE HOUSE, *January 7, 1935.*

*To the Senate of the United States:*

I nominate—

The following-named captains to be rear admirals in the Navy from the 3d day of June 1934:

Archibald H. Scales

Nathan C. Twining

The following-named lieutenants to be lieutenant commanders in the Navy from the 1st day of January 1934:

Fred T. Berry,

John H. Everson, and

John C. Jennings,

Robert E. Rogers.

FRANKLIN D. ROOSEVELT.

To the Committee on Naval Affairs.

[Follow copy in the use of word *and* between names.]

417]

THE WHITE HOUSE, *January 7, 1935.*

*To the Senate of the United States:*

I nominate the following-named persons to be postmasters:

Harry H. Hiener to be postmaster at Superior, Arizona, in place of R. T. Jones. Incumbent's commission expired August 16, 1934.

John C. Neblett to be postmaster at Elsinore, California, in place of Charles Collins, resigned.

FRANKLIN D. ROOSEVELT.

To the Committee on Post Offices and Post Roads.

## SAMPLE 7

## EXECUTIVE JOURNAL EXTRACTS

[This heading does not appear in the printed copies]

## IN THE NAVY

Chaplain, with rank of lieutenant (junior grade):

Francis L. Albert

James M. Hester

Thomas J. Burke

Perry L. Mitchell

Edgar W. Davis

Walter L. Thompson

Joseph B. Earnest, Jr.

Razzie W. Truitt

## SAMPLE 8

[Calendar is set in 8 on 10, quarto measure, and with display headings. Note 8-point cast given below table]

## EXECUTIVE CALENDAR

[For the next executive session after Jan. 10, 1935]

## NOMINATIONS

Date of report	Calendar no.	Message no.	Name of nominee	Office	Predecessor
1935 Jan. 9	618	387-1	DEPARTMENT OF JUSTICE <sup>1</sup> Homer L. Ross, of Honolulu, Hawaii.	Circuit judge, fourth circuit, Territory of Hawaii.	Clement K. Quinn, term expired.
	619	391-1	Thomas M. Reed, of Nome, Alaska.	United States district judge, first division, District of Alaska.	Robert W. Jennings, term expired.
			PUBLIC HEALTH SERVICE <sup>1</sup>		
	631	398-1	Francis A. Carmelia.....	Surgeon.....	
	632	398-2	Lionel E. Hooper.....	.....do.....	
	633	398-3	Ernest W. Scott.....	.....do.....	
			POSTMASTERS <sup>1</sup>		
			ILLINOIS		
	641	377-14	Carl M. Crowder.....	Bethany.....	C. M. Davis, resigned.
	642	382-3	Warren S. Bunker.....	Equality.....	H. L. B. Mason, deceased.
	643	382-4	Paul W. Gibson.....	Louisville.....	A. J. Ikemire, deceased.
			IN THE NAVY <sup>1</sup>		
	653	413	Acipfar A. Marsteller.....	Passed assistant surgeon.	
	653	413	Thomas L. Carter.....	.....do.....	
	653	413	Loyd Lewis Edmisten.....	Assistant surgeon.....	
4	3½	4	12.4	12	12

<sup>1</sup> These headings to be set in case 130.



## REPORTS, DOCUMENTS, AND LAWS

[In either Senate or House reports follow bill style in titles of or extracts from bills. Follow copy in reports on pension bills in regard to vision, as *vision was impaired 20/200*, etc.]

[30 points]

74TH CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES	{ REPT. 156 { Part 2
	[One 2-point lead above parallel rule]	

---



---

[50 points]

PORTER BROS. & BIFFLE ET AL.<sup>1</sup>

[18 points]

[8 points]

FEBRUARY 18, 1935.—Committed to the Committee of the Whole House and ordered to be printed <sup>2</sup>

[6 points]

[18 points]

Mr. NICHOLS, from the Committee on Claims, submitted the following

[14 points]

## REPORT

[10 points]

[To accompany H. R. 6154]

[14 points]

The Committee on Claims, to whom was referred the bill (H. R. 6154) for the relief of Porter Bros. & Biffle et al., having considered the same, unanimously reported thereon with the recommendation that the bill do pass with certain amendments.

The purpose of H. R. 6154 is to permit the parties named therein to enter suit in the United States District Court for the Eastern District of Oklahoma for damages due from the United States by reason of alleged neglect and wrongdoing of officials and inspectors of the United States Bureau of Animal Industry in dipping tick-infested cattle in Texas and Oklahoma.

## STATEMENTS OF FACTS IN REGARD TO H. R. 6154

In 1919 several citizens of Oklahoma bought on the market at Fort Worth, Tex., cattle that had originated in quarantine areas. These cattle were dipped under the supervision of the United States Bureau of Animal Industry and were certified as being clean of fever and ticks. The cattle were shipped into Oklahoma and it was found that the fever ticks had not been killed. These cattle became rein-

<sup>1</sup>If title makes more than three lines in 10-point caps, set in 8-point caps; should the title be amended, make the heading correspond to the amended form.

<sup>2</sup>Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Printing.

74TH CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES	{ }	REPORT No. 15
----------------------------------	--------------------------	--------	------------------

---

PENSIONS AND INCREASE OF PENSIONS FOR CERTAIN  
SOLDIERS AND SAILORS OF THE REGULAR ARMY  
AND NAVY, ETC.

---

APRIL 26, 1935.—Committed to the Committee of the Whole House and ordered  
to be printed

---

Mr. Wood, from the Committee on Pensions, submitted the following

REPORT

[To accompany H. R. 5214]

The Committee on Pensions, to whom was referred sundry bills granting pensions and increase of pensions for certain soldiers and sailors of the Regular Army and Navy, etc., submit the following report:

This bill is a substitute for the following House bills referred to said committee:

H. R. 400. Hattie Hjelmberg.  
416. Julia M. Porter.  
424. Annie M. Sullivan.

H. R. 1031. Fletcher Duling.  
1078. William D. Wheaton.  
1098. Elmer H. Weddle.

H. R. 416. Julia M. Porter, Auburn, N. H., widow of Clinton A. Porter, who served during the war with Spain in Company F, First New Hampshire Infantry, from June 28 to October 31, 1898. (W. Ctf. 868508.)

A physician testifies as follows:

I have this day examined Julia M. Porter, aged 38 years, of Auburn, N. H., widow of Clinton A. Porter, private, Company F, First Regiment New Hampshire Volunteer Infantry. She had previously been approved for disease of eyes 4/18, etc.

It is believed that an increase of pension to \$20 per month is warranted, and it is so recommended.

Calendar No. 26<sup>1</sup>74TH CONGRESS }  
1st Session }

SENATE

{ REPORT  
No. 27

## RELIEF OF HEIRS OF AGNES INGELS, DECEASED

MAY 2 (calendar day, MAY 3), 1935.—Ordered to be printed

Mr. HOWELL, from the Committee on Claims, submitted the  
following

REPORT<sup>2</sup>

[To accompany S. 1300]

The Committee on Claims, to whom was referred the bill (S. 1300) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, report favorably thereon with the recommendation that the bill do pass with the following amendment:

In line 7, strike out the figures "\$10,000" and insert in lieu thereof the figures "\$5,000".<sup>3</sup>

The facts in the case are fully set forth in Senate Report No. 715, Seventy-third Congress, second session, which is appended hereto and made a part of this report.

[S. Rept. No. 715, 73d Cong., 2d sess.]

The Committee on Claims, to whom was referred the bill (S. 4692) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, report favorably thereon with the recommendation that the bill do pass with an amendment.

On line 7, page 1, strike out "\$25,000" and insert in lieu thereof "\$5,000".

As amended, your committee recommend that the bill do pass.

<sup>1</sup> Use this type and form only on Senate reports. There is only one calendar in the Senate

<sup>2</sup> Should this line read "Adverse Report", do not space the words.

<sup>3</sup> Follow copy literally as to use of punctuation marks inside or outside of quoted words or figures.

74TH CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES }	REPORT No. 1667 }
----------------------------------	----------------------------	----------------------

---

## LEGISLATIVE APPROPRIATION BILL, 1936

---

JUNE 18, 1935.—Ordered to be printed

---

Mr. CANNON, from the committee of conference, submitted the following

CONFERENCE REPORT<sup>1</sup>

[To accompany H. R. 11267]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate (nos. 46-168, both inclusive) to the bill (H. R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1936, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67, 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, etc., and agree to the same.

[2 leads]

Amendment numbered 60:

[1 lead]

That the House recede from its disagreement to the amendment of the Senate numbered 60, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment insert the following:

*SEC. 210. The provisions of all acts heretofore enacted inconsistent with sections 207, 208, and 209 are, to the extent of such inconsistency, hereby repealed, and such sections shall take effect on July 1, 1935.*

And the Senate agree to the same.

---

<sup>1</sup> See also p. 207 for style of conference report in Congressional Record, and p. 245 for style of conference report printed as a Senate document.



Amendment numbered 150:

That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: *and all officers and employees of the division and commission not indispensable to the service shall be dismissed*; and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

JAMES P. BUCHANAN,  
CHESTER C. BOLTON,  
JED JOHNSON,

*Managers on the part of the House.*

CARTER GLASS,  
ROYAL S. COPELAND,  
FREDERICK HALE,  
HARRY S. TRUMAN,

*Managers on the part of the Senate.*

[Names of House Members print first in a conference report printed as a House report.]

#### STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate (nos. 46-168, both inclusive) to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1936, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

Amendment no. 46: On this amendment, embracing title I of part II of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

Amendments nos. 165, 166, and 167: These amendments make changes in section and title numbers. The House recedes.

Amendment no. 168: This amendment makes the provisions of part 2 of the legislative appropriation act applicable to the appropriations available for the fiscal year 1936, whether contained in the legislative appropriation act or in acts prior or subsequent to the date of the approval of such act. The House recedes.

JAMES P. BUCHANAN,  
CHESTER C. BOLTON,  
JED JOHNSON,

*Managers on the part of the House.*

---

<sup>1</sup> Statement of managers begins new page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

74TH CONGRESS }  
1st Session }

SENATE

{ DOCUMENT  
{ No. 79

## APPROPRIATIONS, DEPARTMENT OF AGRICULTURE, 1936

Mr. McCARRAN, from the committee of conference, submitted the following

### CONFERENCE REPORT ON THE BILL (H. R. 7912) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE

APRIL 4 (calendar day, APR. 5), 1935.—Ordered to be printed

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7912) making appropriations for the Department of Agriculture, etc.

That the Senate recede from its amendments numbered 41 and 45.

That the House recede from its disagreement to the amendments of the Senate numbered 2, 3, 4, etc., and agree to the same.

Amendment numbered 1:

That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same with an amendment as follows:

Restore the matter stricken out by said amendment, amended to read as follows:

*Public Resolution Numbered 9, Fifty-eighth Congress, first session, approved March 14, 1904 (U. S. C., title 44, sec. 290), is hereby amended by striking out all after the resolving clause and inserting in lieu thereof the following:*

And the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 6, 13, 14, 15, 16, 17, 21, 22, 29, 30, 53, 56, 61, 67, 68, 69, 76, 77, and 82.

JOHN H. BANKHEAD,  
PETER NORBECK,  
ELMER THOMAS,  
JOHN H. OVERTON,

*Managers on the part of the Senate.*

J. P. BUCHANAN,  
JOHN N. SANDLIN,  
CHESTER C. BOLTON,

*Managers on the part of the House.*

[Names of Senate Members print first in a conference report printed as a Senate document.]

[The above form (using *presented* instead of *submitted*) will be followed in Senate documents other than conference reports when no title page is called for.]

74TH CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 276
----------------------------------	--------------------------	-----------------------

---

MERRIMACK RIVER, MASS.

---

LETTER

FROM

THE SECRETARY OF WAR

TRANSMITTING

REPORT FROM THE CHIEF OF ENGINEERS ON MERRIMACK RIVER,  
MASS., COVERING NAVIGATION, FLOOD CONTROL, POWER DE-  
VELOPMENT, AND IRRIGATION

---

MARCH 17, 1935.—Referred to the Committee on Rivers and Harbors and ordered  
to be printed, with 15 illustrations

---

WAR DEPARTMENT,  
*Washington, March 15, 1935.*

The SPEAKER OF THE HOUSE OF REPRESENTATIVES.

DEAR MR. SPEAKER: I am transmitting herewith a report dated  
March 15, 1935, from the Chief of Engineers, etc.

Sincerely yours,

GEORGE H. DERN,  
*Secretary of War.*

---

WAR DEPARTMENT,  
OFFICE OF THE CHIEF OF ENGINEERS,  
*Washington, March 15, 1935.*

Subject: Report on Merrimack River, Mass.

To: The Secretary of War.

1. I submit for transmission to Congress, my report with accom-  
panying papers and illustrations, on Merrimack River, Mass., made,  
etc.

EDWARD M. MARKHAM,  
*Major General, Chief of Engineers.*

74TH CONGRESS }  
1st Session }

SENATE

{ DOCUMENT  
{ No. 2

## WILLIAM W. DANENHOWER

LETTER FROM THE ASSISTANT CLERK OF THE COURT OF CLAIMS,  
TRANSMITTING A COPY OF THE FINDINGS OF THE COURT IN  
THE CASE OF WILLIAM W. DANENHOWER AGAINST THE UNITED  
STATES

APRIL 13, 1935.—Referred to the Committee on Claims and ordered to be printed<sup>1</sup>

COURT OF CLAIMS, CLERK'S OFFICE,  
*Washington, April 11, 1935.*

THE PRESIDENT OF THE SENATE.

SIR: Pursuant to the order of the court, I transmit herewith a  
certified copy of the findings of fact and conclusion filed by, etc.

I am, very respectfully, yours,

F. C. KLEINSCHMIDT,  
*Assistant Clerk, Court of Claims.*

[Court of Claims of the United States. No. 17319, Congressional. *William W. Danenhower v. The United States*]

### STATEMENT

This is a claim for damages to business property belonging to claimant arising out of the changes in the grades of certain avenues in Washington City, D. C., and the relocation of its tracks by a railroad company under an act of Congress.

The bill reads:

"That the Secretary of the Treasury is hereby authorized and directed to pay to, etc., in pursuance to the act of Congress approved February 12, 1901 (31 Statutes at Large, page 774), and acts supplemental thereto."

### FINDINGS OF FACT

I. The actual damages caused by depreciation in value of claimant's property in the fall of 1903, due to changes in the grades of New Jersey and Virginia Avenues, etc.

### CONCLUSION

The court, as a conclusion, states that the foregoing findings of fact show the nature and character of the demand. Whether the same shall be paid rests in the discretion of Congress.

Filed March 28, 1932.

A true copy.

Test this April 11, 1932.

[SEAL]

F. C. KLEINSCHMIDT,  
*Assistant Clerk, Court of Claims.*

<sup>1</sup> Must be set as written. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Printing.



[Court of Claims. French spoliations. Act of Jan. 20, 1885; 23 Stat. L. 283. Ship *Glasgow*. M. Alcorn, Master]

No. of  
case

Claimant

1806. Horace E. Hayden, administrator de bonis non of the estate of David H. Conyngham, surviving partner of the firm of Conyngham, etc.

---

On May 29, 1932, the United States Senate, by resolution, referred to the court under the act of March 3, 1887, a bill in the following words:

"[S. 2951, 72d Cong., 2d sess.]

"A BILL For the relief of the State of Oregon

*"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the sum," etc.*

---

Thereafter the claim was presented to the Fiftieth and subsequent Congresses and was transmitted to the court by resolution of the United States Senate, etc.

BY THE COURT.

74TH CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 323
----------------------------------	--------------------------	-----------------------

---

DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE  
PAYMENT OF CLAIMS, NAVY DEPARTMENT

---

COMMUNICATION

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

TWO DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE  
NAVY DEPARTMENT FOR THE FISCAL YEARS 1935 AND 1936,  
AMOUNTING IN ALL TO \$1,543.11, FOR THE PAYMENT OF CLAIMS  
SETTLEMENTS REPORTED BY THE GENERAL ACCOUNTING  
OFFICE AS CHARGEABLE TO APPROPRIATIONS WHICH ARE  
EXHAUSTED, TOGETHER WITH TWO PROVISIONS AFFECTING  
EXISTING APPROPRIATIONS FOR THE FISCAL YEAR 1935

---

MAY 13, 1935.—Referred to the Committee on Appropriations and ordered to be  
printed

---

THE WHITE HOUSE,  
*Washington, May 12, 1935.*

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIR: I have the honor to transmit herewith for the consideration of Congress two deficiency estimates of appropriations for the Navy Department for the fiscal years 1935 and 1936, amounting in all to \$1,543.11, for the payment of claims settlements reported by the General Accounting Office as chargeable to appropriations which are exhausted, together with two provisions affecting existing appropriations for the fiscal year 1935.

The details of these estimates, and the provisions affecting existing appropriations, the necessity therefor, and the reasons for their transmission at this time are set forth in the letter of the Director of the Bureau of the Budget, transmitted herewith, with whose comments and observations thereon I concur.

Respectfully,

FRANKLIN D. ROOSEVELT.

## SAMPLES OF ESTIMATES IN TABULAR FORM

## BUREAU OF NAVIGATION

Transportation and recruiting, Bureau of Navigation, 1935----- \$246. 06

This estimate of appropriation is to provide for payment of claims approved by the General Accounting Office, as per certificates of settlement nos. 0255663, 0257111, 0264632, 0272207, and T-73602.

## BUREAU OF SUPPLIES AND ACCOUNTS

Maintenance, Bureau of Supplies and Accounts, 1934----- \$1, 297. 05

This estimate of appropriation is required to provide for payment of claim approved by the General Accounting Office, as per certificate of settlement no. T-78765.

*Deficiency estimates of appropriations required for the service of the fiscal years ending June 30, 1934 and 1935, by the Navy Department*

[Note that the cast of the last column is 7 ems of 6 point]

Detailed objects of expenditure	Total amount to be appropriated under each head of appropriation	Amount appropriated for the fiscal year for which the appropriation is requested
OFFICE OF THE SECRETARY		
Draft of a proposed provision pertaining to certain appropriations, Navy Department, for the fiscal year 1934: The restrictions contained in certain appropriations for the Naval Establishment for the fiscal year 1934, limiting the amounts that may be paid to certain classes of civilian employees in the field service, are hereby waived to the extent necessary to permit payment to employees assigned to group IV (b) and those performing similar services carried under native and alien schedules in the schedule of wages for civil employees in the field service of the Navy Department (U. S. C., title 34, secs. 503, 504; act July 3, 1930, vol. 46, p. 1005)-----		
BUREAU OF NAVIGATION		
Transportation and recruiting, Bureau of Navigation: For travel allowance, etc., including the same objects specified under this head in the Naval Appropriation Act for the Fiscal Year 1935 (act July 1, 1922, vol. 42, p. 790)---	\$246. 06	\$4, 151, 775. 00
BUREAU OF SUPPLIES AND ACCOUNTS		
Maintenance, Bureau of Supplies and Accounts: For fuel; the removal and transportation of ashes and garbage from ships of war; books, blanks, stationery, etc., including the same objects specified under this head in the act making appropriations for the Navy Department and the naval service for the fiscal year 1935 (acts May 21, 1926, vol. 44, p. 604; Mar. 25, 1930, vol. 46, p. 111; July 3, 1930, vol. 46, pp. 851, 883; Mar. 4, 1932, vol. 46, p. 1576)---	1, 297. 05	9, 536, 888. 35
Total, Navy Department-----	1, 543. 11	-----

DRAFT OF A PROPOSED PROVISION PERTAINING TO THE APPROPRIATION "PAY, SUBSISTENCE, AND TRANSPORTATION, NAVY", FISCAL YEAR 1934

The appropriation "Pay, subsistence, and transportation, Navy", fiscal year 1933, is hereby made available for payment to James P. Sloan gratuity in the amount of \$324, on account of the death of his son, Andrew Jarvis Sloan, who was killed in line of duty on board the U. S. S. *Mississippi* on June 12, 1924, as authorized by the act approved June 11, 1930 (46 Stat., pt. 2, p. 253).

74TH CONGRESS}	HOUSE OF REPRESENTATIVES	{ DOCUMENT
1st Session }		{ No. 305

---

VETO MESSAGE ON H. R. 7349, A BILL TO AMEND THE ACT ENTITLED  
 "AN ACT FOR THE CONTROL OF FLOODS ON THE MISSISSIPPI  
 RIVER AND ITS TRIBUTARIES, AND FOR OTHER PURPOSES"

---

## MESSAGE

FROM

# THE PRESIDENT OF THE UNITED STATES

RETURNING

WITHOUT HIS APPROVAL, H. R. 7349, ENTITLED "AN ACT TO AMEND  
 THE ACT ENTITLED 'AN ACT FOR THE CONTROL OF FLOODS  
 ON THE MISSISSIPPI RIVER AND ITS TRIBUTARIES, AND FOR  
 OTHER PURPOSES', APPROVED MAY 15, 1928, AS AMENDED"

---

AUGUST 22, 1935.—Referred to the Committee on Flood Control and ordered  
 to be printed

---

*To the House of Representatives:*

I return herewith, without my approval, H. R. 7349, entitled "An act to amend the act entitled 'An act for the control of floods on the Mississippi River and its tributaries, and for other purposes', approved May 15, 1928, as amended."

This act provides that the United States shall pay for the cost of flowage rights over all lands which were protected by the main Mississippi River levees on May 15, 1928, but which have since been left, or may hereafter be left, on the river side of the controlling main river levee lines constructed on new locations under the adopted flood-control plan.

For the reasons set forth in the accompanying report of the Secretary of War, dated August 13, 1935, I do not feel that I would be justified in giving my approval to this legislation.

FRANKLIN D. ROOSEVELT.

THE WHITE HOUSE, *August 22, 1935.*



VETO MESSAGE ON THE ADJUSTED-SERVICE  
CERTIFICATES ACT

---

A D D R E S S

OF

THE PRESIDENT OF THE UNITED STATES

IN THE HOUSE OF REPRESENTATIVES

DELIVERED

ON THE RETURN WITHOUT APPROVAL OF THE ACT (H. R. 3896) TO PROVIDE FOR THE IMMEDIATE PAYMENT TO VETERANS OF THE FACE VALUE OF THEIR ADJUSTED-SERVICE CERTIFICATES, FOR CONTROLLED EXPANSION OF THE CURRENCY, AND TO EXTEND THE TIME FOR FILING APPLICATIONS FOR BENEFITS UNDER WORLD WAR ADJUSTED COMPENSATION ACT, AND FOR OTHER PURPOSES

---

MAY 22, 1935.—Ordered to be printed with accompanying bill

---

MR. SPEAKER, MEMBERS OF THE HOUSE OF REPRESENTATIVES:

Two days ago a number of gentlemen from the House of Representatives called upon me and with complete propriety presented their reasons for asking me to approve the House of Representatives' bill providing for the immediate payment of adjusted-service certificates. In the same spirit of courtesy I am returning this bill today to the House of Representatives. As I told the gentlemen who waited upon me, I have never doubted the good faith lying behind the reasons which have caused them and the majority of the Congress to advocate this bill. In the same spirit I come before you dispassionately and in good faith to give you, as simply as I can, the reasons which compel me to give it my disapproval.

And I am glad that the Senate by coming here in joint session gives me opportunity to give my reasons in person to the other House of the Congress.

## SAMPLE OF STYLE FOR LAWS

[PRIVATE—No. 135—72D CONGRESS]

[Two 2-point leads]

[H. R. 1248]

[Three 2-point leads]

AN ACT

[Three 2-point leads]

Granting a pension to Katherine S. McCartney, widow of William H. McCartney.

[8 points]

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws, the name of Katherine S. McCartney, widow of William H. McCartney, late captain Company A, Second Regiment Iowa Volunteer Infantry, and pay her a pension at the rate of \$30 per month.

Approved, September 30, 1932.

## SAMPLE OF PROCLAMATION DATE

[The following paragraph shows the manner of dating proclamations and other Executive documents. Note capitalization and punctuation.]

Done at the City of Washington this                      day of                      ,  
in the year of our Lord                      , and of the Independence of the  
United States of America the                      .

[Follow this series of type]

[Cheltenham Bold]

HEARING		[Case 125]
BEFORE _____		[6-pt. caps]
SUBCOMMITTEE OF THE		[Case 90]
COMMITTEE ON _____		[Case 91]
UNITED STATES SENATE		[Case 91]
SEVENTY-FOURTH CONGRESS		[10-pt. caps]
_____ SESSION		[8-pt. caps]
ON _____		[6-pt. caps]
_____		[Case 225]
A BILL		[8 pt. caps]
_____		
_____		[8-pt caps]
_____		
Printed for the use of the Committee on _____		
_____		

UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1935

[Personnel of committee to  
appear on back of title]

Foreign  
Languages

Index





---

---

## FOREIGN LANGUAGES

DIACRITICAL MARKS

CYRILLIC ALPHABETS

LIBRARY TERMS

DANISH

ESPERANTO

FINNISH

FRENCH

GERMAN

GREEK (Classical and Modern)

HUNGARIAN

ITALIAN

NORWEGIAN

POLISH

PORTUGUESE

RUSSIAN

SPANISH

SWEDISH

TURKISH (New)



# DIACRITICAL MARKS

Ā	Bohemian, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog	Č	Bohemian, Latvian, Lithuanian, Serbo-Croatian, Slovak, Slovenian, Wendish
á	Gaelic	‘c	Fox
Â	Catalonian, French, Italian, Latvian, Portuguese (reformed), Rumanian, Tagalog	C'	Dakota
Ă	Chinook, Fox, French, Iroquoian, Maidu, Malay, New Turkish, Pima, Portuguese, Rumanian, Tagalog, Tsimshian	Ç	Albanian, Catalonian, Eskimo (no. 2), French, Iroquoian, Polish, Portuguese
Ä	Chinook, Eskimo (no. 2), Finnish, Fox, German, Iroquoian, Kwakiutl, Maidu, Malay, Pima, Swedish, Tsimshian, Zuni	Ç	Dakota, Osage
Å	Finnish, Norwegian, Swedish	č	Gaelic
Ǻ	Anglo-Saxon, Cherokee, Chinook, Cree, Dutch, Eskimo, Fox, Iroquoian, Kwakiutl, Latin, Latvian, Maidu, Malay, Persian, Samoan, Takelma, Tsimshian	ḥ	Cherokee
Ǽ	Dutch, Iroquoian, Malay, Pima, Samoan	ḥ	Cherokee
ǻ	Rumanian	ḥ <sup>a</sup>	Cherokee
Ǽ	Portuguese	Ď d' đ	Bohemian, Slovak
Ǻ	Dakota, Lithuanian, Polish	ò	Gaelic
ǻ	Cherokee, Navaho	Đ đ	Anglo-Saxon
ǻ	Cherokee	Đ đ	Icelandic
ǻ	Eskimo (no. 2)	Đ đ	Serbo-Croatian
ǻ	Choctaw	DŽ	Polish
ǻ <sup>a</sup>	Choctaw	DŽ	Polish
ǻ <sup>a</sup>	Iroquoian	DŽ	Latvian, Serbo-Croatian, Wendish
ǻ <sup>a</sup>	Fox	d'	Pima
ǻ <sup>a</sup>	Fox	É	Bohemian, French, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog
ǻ <sup>a</sup>	Takelma	È	Catalonian, French, Italian, Latvian, Portuguese (reformed), Tagalog, Takelma
ǻ <sup>a</sup>	Navaho	é	Gaelic
ǻ <sup>a</sup>	Navaho	È	Albanian, French, Kwakiutl, Lithuanian
ǻ	Caddoan	Ě	Bohemian, Slovak, Wendish
ǻ	Caddoan	Ê	Chinook, Esperanto, French, Kwakiutl, Portuguese, Slovenian, Tagalog, Tsimshian
ǻ	Caddoan	Ě	Anglo-Saxon, Latvian, Lithuanian, Polish
ǻ	Caddoan	ę	Navaho, Polish
ǻ	Caddoan	Ê	Anglo-Saxon, Chinook, Dutch, Eskimo, Fox, Hupa, Kwakiutl, Latin, Latvian, Lithuanian, Maidu, Malay, Persian, Tsimshian
ǻ	Navaho	Ě	Dutch, Iroquoian, Latin, Malay, Pima
ǻ	Navaho	È	Lithuanian
ǻ	Anglo-Saxon	e'	Navaho
ǻ b'	Wendish	é'	Cherokee
ǻ	Gaelic	é	Chinook, Kwakiutl, Tsimshian
Č	Polish, Serbo-Croatian, Wendish		



e <sup>c</sup>	Fox	k'	Chinook, Kwakiutl, Tsimshian
e <sup>e</sup>	Takelma	'k	Fox
e <sup>.</sup>	Navaho	ḳ	Zuñi
e <sup>u</sup>	Navaho	ḳ̄	Zuñi
ĕ	Gaelic	k̄	Zuñi
Ĝ	New Turkish	ı	Chinook, Kwakiutl
ğ	Navaho	ı!	Chinook, Kwakiutl
Ġ	Dakota	ı!	Tsimshian
š	Gaelic	ı̇	Latvian
Ġ ġ	Latvian	ı̇	Slovak
g	Chinook, Eskimo (no. 2), Tsimshian	Ĺ ı'	Slovak, Wendish
g <sup>.</sup>	Chinook, Kwakiutl, Tsimshian	ı̇	Gaelic
g <sup>k</sup>	Fox	Ĺ	Wendish
ğ	Tsimshian	m <sup>m</sup>	Fox
H h	Dakota	m!	Tsimshian
H	Persian	Ń	Hupa, Iroquoian, Maidu, Pima, Spanish
Ī	Bohemian, Catalanian, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog	Ń	Latvian
Ĭ	Italian, Latvian, Portuguese (reformed), Rumanian, Tagalog	Ń	Polish, Wendish
Ī	Chinook, French, Kwakiutl, Latvian, New Turkish, Rumanian, Tagalog, Tsimshian	ŃĠ	Tagalog
Ĳ	Catalonian, French, Malay, Portuguese (reformed)	n <sup>n</sup>	Fox
Ĵ	Anglo-Saxon, Chinook, Cree, Dutch, Eskimo, Fox, Hupa, Iroquoian, Kwakiutl, Latin, Latvian, Maidu, Persian, Takelma, Tsimshian	n!	Tsimshian
Ĵ	Dutch, Iroquoian, Latin, Pima	ñg	Pima
ı	Gaelic	Ń	Bohemian, Slovak
ı̇	Lithuanian	ń	Navaho
i <sup>.</sup>	Navaho	n	Dakota, Iroquoian
i <sup>u</sup>	Navaho	Ō	Bohemian, Catalanian, Hawaiian, Hungarian, Icelandic, Polish, Portuguese, Slovak, Spanish, Wendish
ı̇	Dakota	Ō	Catalonian, Italian, Latvian, Portuguese (reformed), Wendish
'I	Osage	Ō	Finnish, German, Hungarian, Icelandic, Maidu, New Turkish, Swedish
ı̇	Fox	Ō	Chinook, French, Kwakiutl, Portuguese, (reformed) Slovenian, Tagalog, Tsimshian
ı̇	Takelma	ö	Cherokee
I <sup>n</sup>	Choctaw, Osage	Ō	Portuguese
'I <sup>n</sup>	Osage	Ō	Hungarian
ĵ	Esperanto	Ō	Anglo-Saxon, Chinook, Dutch, Eskimo, Fox, Hupa, Latin, Maidu, Persian Takelma, Tsimshian
K'	Dakota, Pima	Ō	Dutch, Latin, Pima
Ķ	Cherokee, Dakota, Osage	Ō	Anglo-Saxon
Ķ	Latvian	Ō	Navaho
Ķ	New Turkish	o <sup>.</sup>	Navaho
k'	Navaho	o <sup>u</sup>	Navaho
k <sup>c</sup>	Cherokee, Takelma	O <sup>n</sup>	Choctaw, Osage
k <sup>.</sup>	Chinook, Kwakiutl, Tsimshian	ó	Gaelic
k!	Chinook, Kwakiutl, Maidu, Takelma		

'O	Osage	Ũ	French, Italian, Latvian, Portuguese (reformed), Rumanian, Tagalog
ō <sup>u</sup>	Takelma	Ū	French, Hupa, New Turkish, Pima, Tagalog
OO	Eskimo	Ü	Catalonian, Eskimo (no. 2), French, German, Hungarian, Maidu, New Turkish, Portuguese (reformed), Spanish, Takelma
o'	Fox	Ů	Anglo-Saxon, Chinook, Hupa, Latin, Latvian, Lithuanian, Maidu, Persian, Takelma
Ó	Wendish	Ǫ	Esperanto, Iroquoian, Latin, Pima
P	Dakota, Osage	ū <sup>u</sup>	Takelma
P'	Dakota	ü <sup>u</sup>	Takelma
p!	Chinook, Kwakiutl, Maidu, Takelma, Tsimshian	U	Dakota
'p	Fox	Ů	Hungarian
p'	Pima	Ů	Bohemian, Lithuanian, Slovak
p̄	Zuñi	ú	Gaelic
p̂	Gaelic	Ů	Lithuanian
q!	Chinook, Kwakiutl, Tsimshian	u'	Navaho
q̄	Eskimo (no. 2)	u'	Navaho
r	Tsimshian	U <sup>n</sup>	Choctaw
R	Latvian	'U	Osage
Ř	Bohemian, Slovak	Ŵ	Welsh
Ř	Wendish	w <sup>w</sup>	Fox
R'	Eskimo	'w	Takelma
Š	Polish, Wendish	w!	Tsimshian
Š	Bohemian, Latvian, Lithuanian, Serbo-Croatian, Slovak, Slovenian, Wendish	x	Cherokee
's	Fox	x	Chinook
s'	Takelma	x'	Chinook, Kwakiutl
š	Gaelic	x <sup>u</sup>	Kwakiutl
Š	Persian, Rumanian	Ÿ	Dutch
Š	Dakota	Ÿ	Bohemian, Icelandic, Slovak
Š	New Turkish	Ŷ	Welsh
ŠĆ	Polish	y <sup>y</sup>	Fox
Ť t ě	Bohemian, Slovak	y!	Tsimshian
Ť	Rumanian	Ž	Dakota, Lithuanian, Polish
Ť	Dakota, Osage	Ž	Polish, Wendish
č	Gaelic	Ẑ	Persian
t'	Cherokee, Pima	Ẑ	Persian
tc!	Chinook	Ž	Bohemian, Latvian, Lithuanian, Serbo-Croatian, Slovak, Slovenian, Wendish
ts!	Chinook, Kwakiutl, Takelma, Tsimshian	'	Dakota, Fox, Iroquoian, Maidu, Malay, Persian, Pima, Samoan
't	Fox	'	Cree, Dakota, Fox, Hupa, Iroquoian, Persian, Pima, Samoan
'tc	Fox	'	Hupa, Malay, Navaho, Persian, Samoan
dtc	Fox	'	Iroquoian, Kwakiutl
t!	Kwakiutl, Maidu, Takelma, Tsimshian	'	Malay
ts'!	Takelma		
ť	Zuñi		
ťc	Zuñi		
ťs	Zuñi		
ť	Navaho		
Ů	Bohemian, Catalonian, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog		



## ALPHABETS OF CYRILLIC ORIGIN

Modified Cyrillic		Transliteration	Russian		Ukrainian		White Russian		Bulgarian		Serbian	
А	а	<i>a</i>	А	а	А	а	А	а	А	а	А	а
Б	б	<i>b</i>	Б	б	Б	б	Б	б	Б	б	Б	б
В	в	<i>v</i>	В	в	В	в	В	в	В	в	В	в
Г	г	<i>g</i>	Г	г	Г	г	Г	г	Г	г	Г	г
Г (І)	г	<i>ġ</i>			Г	г	Г	г				
Д	д	<i>d</i>	Д	д	Д	д	Д	д	Д	д	Д	д
Ђ (Ђ)	ђ	<i>đ</i>									Ђ	ђ
Е	е	<i>e</i>	Е	е	Е	е	Е	е	Е	е	Е	е
Є	є	<i>ē</i>			Є	є						
Ё	ё	<i>ë</i>	Ё	ё			Ё	ё				
Ж	ж	<i>zh</i>	Ж	ж	Ж	ж	Ж	ж	Ж	ж	Ж	ж
З	з	<i>z</i>	З	з	З	з	З	з	З	з	З	з
И	и	<i>i</i>	И	и	И	и			И	и	И	и
І	і	<i>ī</i>	І	і	І	і	І	і				
Й	й	<i>j</i>	Й	й	Й	й	Й	й	Й	й		
Ј	ј	<i>j</i>									Ј	ј
К	к	<i>k</i>	К	к	К	к	К	к	К	к	К	к
Л	л	<i>l</i>	Л	л	Л	л	Л	л	Л	л	Л	л
Љ	љ	<i>l̑</i>									Љ	љ
М	м	<i>m</i>	М	м	М	м	М	м	М	м	М	м
Н	н	<i>n</i>	Н	н	Н	н	Н	н	Н	н	Н	н
Њ	њ	<i>ñ</i>									Њ	њ
О	о	<i>o</i>	О	о	О	о	О	о	О	о	О	о
П	п	<i>p</i>	П	п	П	п	П	п	П	п	П	п
Р	р	<i>r</i>	Р	р	Р	р	Р	р	Р	р	Р	р
С	с	<i>s</i>	С	с	С	с	С	с	С	с	С	с
Т	т	<i>t</i>	Т	т	Т	т	Т	т	Т	т	Т	т
Ћ (Ћ)	ћ	<i>ć</i>									Ћ	ћ
У	у	<i>u</i>	У	у	У	у	У	у	У	у	У	у
Ў	ў	<i>ŭ</i>					У	ў				
Ф	ф	<i>f</i>	Ф	ф	Ф	ф	Ф	ф	Ф	ф	Ф	ф
Х	х	<i>kh</i>	Х	х	Х	х	Х	х	Х	х	Х	х
Ц	ц	<i>ts</i> <sup>1</sup>	Ц	ц	Ц	ц	Ц	ц	Ц	ц	Ц	ц
Ч	ч	<i>ch</i>	Ч	ч	Ч	ч	Ч	ч	Ч	ч	Ч	ч
Ї	ї	<i>dzh</i>									Ї	ї
Ш	ш	<i>sh</i>	Ш	ш	Ш	ш	Ш	ш	Ш	ш	Ш	ш
Щ	щ	<i>shch</i>	Щ	щ	Щ	щ			Щ	щ		
Ъ	ъ	<i>"</i> <sup>2</sup>	Ъ	ъ					Ъ	ъ	Ъ <sup>3</sup>	ъ
Ы	ы	<i>y</i>	Ы	ы			Ы	ы	Ы	ы	Ы <sup>3</sup>	ы
Ь	ь	<i>y'</i>	Ь	ь					Ь	ь		
Ѣ	ѣ	<i>ie</i> <sup>1</sup>	Ѣ	ѣ								
Э	э	<i>ě</i>	Э	э			Э	э				
Ю	ю	<i>iū</i> <sup>1</sup>	Ю	ю	Ю	ю	Ю	ю	Ю	ю		
Я	я	<i>iā</i> <sup>1</sup>	Я	я	Я	я	Я	я	Я	я		
Ѧ	ѧ	<i>f</i>	Ѧ	ѧ								
Ѩ	ѩ	<i>ŷ</i>										
Ѫ	ѫ	<i>u</i>										
Ѭ	ѭ	<i>u</i>										
Ѯ	ѯ	<i>u</i>										
Ѱ	ѱ	<i>u</i>										
Ѳ	ѳ	<i>u</i>										
Ѵ	ѵ	<i>u</i>										
Ѷ	ѷ	<i>u</i>										
Ѹ	ѹ	<i>u</i>										
Ѻ	ѻ	<i>u</i>										
Ѽ	ѽ	<i>u</i>										
ѿ	џ	<i>u</i>										

<sup>1</sup> As initials in proper names, first word of a sentence, etc.: ІА, ІЕ, ІП, ТЅ.<sup>2</sup> Final disregarded.<sup>3</sup> Obsolete.



SELECTED LIBRARY AND BIBLIOGRAPHICAL TERMS

Volume	Page	Edition	Part	Number (issue)	Revised	Enlarged
Afrikaans-----	{bladsky pagina fákë	uitgave ediesie	{deel	nommer	verbeterde {revizue	vergrooerde {përshuem
Albanian-----	strana	{botim {vydání náklad	{pjesë {část	numër číslo	znovuvydano	zvëličení
Bohemian-----	{страна {страна	{издание	часть	номеръ	ревицирано	разширено
Bulgarian-----	{plana	edicio	part	número	revisió	aumentada
Catalonian-----	strana, stranica	izdanje	deo	broj	ispravljeno	rašireno
Croatian-----	side, blad	udgave	del	hefte, nummer	gennemset	udvidet
Danish-----	{bladzijde pagina	editie uitgave	{osa, jagu deel {afdeeling	{nummer {aflevering	{herziene	vermeederde
Dutch-----	pafo	eldono	parto	numero	rewiderida	-----
Esperanto-----	külg	wäljaanne	osa	number	{järel {waadata	-----
Esthonian-----	sivu	painos	osa	numero	korjattu	laajennettu
Finnish-----	{page	édition	{part {fascicule	{numéro	revisé	augmenté
French-----	τεττανάς	curo	ττο	αριθμ	αιτεειγum	μελωσιgum
Gaelic-----	Seite	{Auflage {Ausgabe	{Teil	{Nummer {Heft	revidiert bearbeitet	erweitert vermehrt
German-----	σελς	{έκδοσις	{μέρος	αριθμὸς	-----	-----
Greek-----	ף	{מחזור {הוצאה	{חלק	מספר	-----	הגדלה
Hebrew-----	lap	kidiás	rész	szám	kijavítot	megnagyobbítot
Hungarian-----	pagina	edizione	parte	numero	riveduto	aumentato
Italian-----	pagina	editio	pars	numerus	recognito	amplificato
Latin-----	lappuse	izdevums	dala	numurs	-----	-----
Latvian-----						

Lithuanian	tomas { knyga	{ puslapis	{ laida leidinys išleidimas	{ dalis	numerus	-----	padidinti
Norwegian	bind	side	utgave	del	hefte	gjennemset	udvidet
Polish	{ książka tom	{ stronica	{ wydanie edycja	{ część	numer	przejście	{ rozszerzać powiększać
Portuguese	{ volume tomo	{ página	edição	parte	número	revisado	{ aumentado alargado
Rumanian	tom	pagină	edițiune	parte	numero	revizuire	lărgi
Russian	томъ	страница	издание	часть	номеръ	{ исправленное пересмотренное	{ дополненное
Serbian	књига, свезак	{ страна страница	{ издање	део	број	{ поправљено прегледано	{ допуњено повећано
Slovak	sväzok	strana	vydanie	časť	číslo	znovuvydano	zveličení
Slovenian	zvezek	stran, stranica	izdaja, natis	del	številka	pregledano	povečano
Spanish	{ volumen tomo	{ página	edición	parte	número	revisado	{ ampliando aumentado
Swedish	{ band cilt	{ sida, page	upplaga	del	{ häfte, nummer numro	{ reviderad	-----
Turkish (new)	-----	sahife	tabi, neşr	cüz	sayı	tetkik edilmiş	tezyit edilmiş
Ukrainian	том	сторінка	видання	частина	число, випуск	{ перепроблене виправлене	{ поповнене розширене
Welsh	cyfrol	dalen	argraffiad	rhan	rhif	adolygiad	ychwanegiad
Wendish	knih	strona	wydanie	žel	numer	nowy wydanie	-----
Yiddish	{ בוך באנד	{ זײט	{ איסלאַזע אויפלאזע	{ טײל	נומער	רעוויזירט	פערטערטערט

## DANISH

A	a	<i>a</i> in rather; also <i>a</i> in cat	O	o	<i>o</i> in rot; also <i>o</i> in globe
B	b	<i>b</i>	P	p	<i>p</i> in pay
C	c	<i>k</i> before <i>a, o, u</i> ; <i>s</i> before other vowels	Q	q	<i>k</i> ; <i>kv</i> is usually substituted
D	d	<i>d</i> , initial; <i>th</i> , soft, between vowels	R	r	<i>r</i>
E	e	<i>a</i> in care; also <i>e</i> in met	S	s	<i>s</i> , sharp
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> , hard initial, soft final, and sometimes mute between vowels	U	u	<i>u</i> in full; also <i>u</i> in true
H	h	<i>h</i> , mute before <i>j</i> and <i>v</i>	V	v	<i>v</i>
I	i	<i>i</i> in flit; also <i>ee</i> in flee	W	w	<i>v</i>
J	j	<i>y</i> in yet	X	x	<i>ks</i> , which is usually substituted for <i>x</i>
K	k	<i>k</i>	Y	y	<i>ü</i> in German über
L	l	<i>l</i>	Z	z	<i>s</i>
M	m	<i>m</i>	Æ	æ	<i>ä</i> in German Fähre
N	n	<i>n</i>	Ø	ø	<i>ö</i> in German Götter
			AA	aa	<i>aw</i> in law

The Latin alphabet is universally used in Denmark, with the addition of *x*, *ø*, and *aa*.

The *c*, *q*, *w*, *x*, and *z* are used only in words of foreign origin and in proper names; *aa* is not a double *a*, but a single letter; it is sometimes placed first in the alphabet. The sound of *av* is like *au* in the German word *lau*, *aj*, *eg*, and *ej* like *i* in *pie*, and *oj* like *oy* in *boy*.

### Accents

Ordinarily accents are used only in foreign loan words and in certain proper names.

### Capitalization

In the official Danish language all nouns are capitalized; however, some modern authors tend to follow the English usage.

### Syllabication

A consonant between two vowels usually goes with the following vowel (*ta-le*); when two or more consonants occur between two vowels, the last consonant generally goes with the following vowel (*brænd-te*); *sk*, *sp*, *st* and *str* are usually not separated, but added to the following vowel (*hvi-ske*, *læ-spe*, *bed-ste*, *ven-stre*). Compound words are divided according to their component parts (*Kirke-gaard*, *ind-til*).

### Punctuation

The punctuation in the official Danish language rigidly follows the clausal construction of the sentence, especially in regard to the use of the comma; however, many modern writers tend to follow the English usage.

### Articles

Indefinite article

Definite article:

Postpositive { Singular  
Plural

Prepositive { Singular  
Plural

Common gender

*en*

*-en, -n* *-et, -t*

*-ne, -ene*

*den*

*de*

Neuter gender

*et*

*-et, -t*

*det*

The postpositive article, which is suffixed to the noun, is always used when the noun is definite in sense; the prepositive article is used when the noun is modified by an adjective.

**Cardinal numbers**

en (een)	one	nitten	nineteen
to	two	tyve	twenty
tre	three	en og tyve	twenty-one
fire	four	tredive	thirty
fem	five	fyrretyve (fyrre)	forty
seks	six	halvtredsindstyve	fifty
syv	seven	(halvtreds)	
otte	eight	tresindstyve (tres)	sixty
ni	nine	halvfjerdsindstyve	seventy
ti	ten	(halvfjerds)	
elleve	eleven	firsindstyve (firs)	eighty
tolv	twelve	halvfemsindstyve	ninety
tretten	thirteen	(halvfems)	
fjorten	fourteen	hundrede	hundred
femten	fifteen	hundrede og en	one hundred
seksten	sixteen		and one
sytten	seventeen	to hundrede	two hundred
atten	eighteen	tusind(e)	thousand

**Ordinal numbers**

første	first	sekstende	sixteenth
anden	second	syttende	seventeenth
tredje	third	attende	eighteenth
fjerde	fourth	nittende	nineteenth
femte	fifth	tyvende	twentieth
sjette	sixth	enogtyvende	twenty-first
syvende	seventh	tredivte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtredsindstyvende	fiftieth
tiende	tenth	tresindstyvende	sixtieth
ellevte (elvte)	eleventh	halvfjerdsindstyvende	seventieth
tolvte	twelfth	firsindstyvende	eightieth
trettende	thirteenth	halvfemsindstyvende	ninetieth
fjortende	fourteenth	hundrede og første	h u n d r e d
femtende	fifteenth		and first

NOTE.—Hundred(e) (100) and tusind(e) (1,000) have no corresponding ordinals.

**Months**

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
Marts	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Maj	May	November (Nov.)	November
Juni	June	December (Dec.)	December

**Days**

Søndag	Sunday	Torsdag	Thursday
Mandag	Monday	Fredag	Friday
Tirsdag	Tuesday	Lørdag	Saturday
Onsdag	Wednesday		

**Seasons**

Foraar	spring	Efteraar, Høst	autumn
Sommer	summer	Vinter	winter

**Time**

Time	hour	Maaned	month
Dag	day	Aar	year
Uge	week		



## Abbreviations

A/S	Aktieselskab, joint-stock company	Hds.M.	Hendes Majestæt, Her Majesty
Adrs.	Adresse, address, c/o	Hr.	Herr, sir, Mr.
Afs.	Afsender, sender	if.	ifølge, according to
ang.	angaaende, concerning	jf., jfr.	jævnfør, compare
Anm.	Anmærkning, remark, observation	Kap.	Kapitel, chapter
B., Bd.	Bind, volume, volumes	kgl.	kongelig, royal
bl.a.	blandt andet, blandt andre, among other things, or others	Kl.	Klokken, o'clock; Klasse, class
d.	død, dead	Kpt.	Kaptajn, captain
d.A.	dette Aar, this year	Kr.	Krone, crown; Kroner, crowns (coin)
D.D.	Dags Dato, the date of the day, this day	m.a.O.	med andre Ord, in other words
d.M.	denne Maaned, this month	m.fl.	med flere, with others, and others
d.v.s.	det vil sige, that is, that is to say	m.H.t.	med Hensyn til, with regard to
Dr.	Doktor, doctor	m.m.	med mere, et cetera, and more, and so forth
etc.	et cetera, et cetera	N.B.	nota bene, mark (notice) well
Eks.	Eksempel, example (illustration), e.g.	N.N.	nomen nescio, Mr. * * *, Mr. such a one
Em.	Eftermiddag, afternoon, p.m.	Nr.	Nummer, number
f.	født, born	o.s.v.	og saa videre, and so forth, etc.
f.A.	forrige Aar, last year	obs.	observer, observe
f.Eks.	for Eksempel, for instance	P.s.	Postskriptum, postscript
ff.	følgende, the following	R.	Ridder, knight
fhv.	forhenværende, former, late	Red.	Redaktør, editor
Fig.	Figur, figure	S.	Side, page; Sider, pages
Fm.	Formiddag, forenoon, a.m.	s.D.	samme Dato, same date
Forf.	Forfatter, author	S.u.	Svar udbedes, an answer is requested
Frk.	Frøken, Miss	sml.	sammenlign, compare
gl.	gammel, old	vedr.	vedrørende, concerning
H.M., } Hs.M. }	Hans Majestæt, His Majesty		

## ESPERANTO

A	a	a as in pa	K	k	k
B	b	b	L	l	l
C	c	ts in wits	M	m	m
Ĉ	ĉ	ch in church	N	n	n
D	d	d	O	o	o in go
E	e	a in air	P	p	p
F	f	f	R	r	r trilled
G	g	g in go (always hard)	S	s	s in so
Ĝ	ĝ	g in gem (soft)	Ŝ	ŝ	sh in show
H	h	h, aspirated	T	t	t
Ĥ	ĥ	h, guttural, ch in loch	U	u	oo in soon
I	i	e in we	Ŭ <sup>2</sup>	ŭ	u in bull
J <sup>1</sup>	j	y in yet	V	v	v
Ĵ	ĵ	s in pleasure	Z	z	z

<sup>1</sup> J is like the English semivowel y, and therefore at the end of words forms the diphthongs *aj*, *ej*, *oj*, and *uj*.  
<sup>2</sup> Ŭ forms with *a* and *e* the diphthongs *aŭ* (pronounced like *ou* in house), and *eŭ* (pronounced like the words *eh* and *who*, quickly uttered, without any aspirate, *eh-hoo*).

## GRAMMATICAL RULES

1. There is only a definite article, *la*, alike for all sexes, cases, and numbers; it may be dispensed with.
2. Substantives terminate in *o*, and *j* is added for the plural. There are two cases: Nominative and accusative; the latter being obtained by the addition of *n* to the nominative. Other cases are expressed by means of a preposition (*de* for genitive, *al* for dative, and *per* or other prepositions according to sense for the ablative).
3. The adjective ends in *a*, and cases and numbers are as with the substantive. The word *pli* indicates the comparative, and *plej* the superlative.
4. The cardinal numbers are not declined.
5. Personal pronouns are *mi*, *vi*, *ŝi*, *ĝi* (referring to thing or animal), *si*, *ni*, *vi*, *ili*, *oni*; possessive pronouns are formed by adding the adjective termination, and declension is as with substantives.
6. There is no change in person or number with the verb; *as* is the termination for the present tense, *is* the past tense, and *os* the future tense. For the conditional mood the termination is *us*, and for the infinitive, *i*. Participles with an adjectival or adverbial sense end in *ant*; active past, *int*; active future, *ont*; passive present, *at*; passive past, *it*; passive future *ot*. All forms of the passive are formed by using a corresponding form of the verb *esti* and a passive participle of the required verb. *De* is the preposition with the passive.
7. Adverbs end in *e*, and degrees of comparison are as with adjectives.
8. All prepositions require the nominative case.
9. All letters are pronounced.
10. Accent is always on the penultimate syllable.
11. In compound words the principal word comes last.
12. Omit the word *ne* where there is another negative word.
13. Words take the termination of the accusative to indicate direction.
14. Every preposition has a definite and constant meaning, but if in doubt use the preposition *je*, which has no independent meaning, although the accusative may be used without a preposition.
15. Foreign words are used without change, receiving only the spelling of the Esperanto.
16. The final vowel of the substantive and the article may be replaced by the apostrophe.

Esperanto is a "made" language intended by its inventor, Dr. Zamenhoff, to become a ready medium of world communication. Radicles are taken from various languages to which a system of suffixes is added to provide a grammatical structure.

## Syllabication

A syllable is necessary for every vowel regardless of how many come together; there are no double vowels: *tra-i-re*, *bo-a-o*, *me-ti-ist-o*, *zo-o-lo-gi-o*.

## Punctuation

The present custom is for each writer to follow the rules of his own language since it is impossible to change the meaning of a sentence by punctuation, as is often the case in English.

**Capitalization**

Considerable latitude is permitted in the use of capital letters, but certain seemingly international styles have been adopted. Names of countries are capitalized, but the names of races, with the correlative adjectives and adverbs, are not: *Francujo*, France; *franco*, a Frenchman; *franca*, French; *france*, in French. The same rule applies to churches, orders, and political parties. The names of the days of the week are not capitalized.

**Cardinal numbers**

unu	one	naŭ	nine
du	two	dek	ten
tri	three	dekunu	eleven
kvar	four	dekdu	twelve
kvin	five	dektri	thirteen
ses	six	dudek	twenty
sep	seven	cent, cento	hundred
ok	eight	mil	thousand

**Ordinal numbers**

unua	first	naŭa	ninth
dua	second	deka	tenth
tria	third	dekunua	eleventh
kvara	fourth	dekdua	twelfth
kvina	fifth	dektria	thirteenth
sesa	sixth	dudeka	twentieth
septa	seventh	centa	hundredth
oka	eighth	mila	thousandth

**Months**

Januaro	January	Julio	July
Februaro	February	Aŭgusto	August
Marto	March	Septembro	September
Aprilo	April	Oktobro	October
Majo	May	Novembro	November
Junio	June	Decembro	December

**Days**

dimanĉo	Sunday	ĵaŭdo	Thursday
lundo	Monday	vendredo	Friday
mardo	Tuesday	sabato	Saturday
merkredo	Wednesday		

**Seasons**

printempo	spring	aŭtuno	autumn
somero	summer	vintro	winter

**Time**

horo	hour	monato	month
tago	day	ĵaro	year
samajno, septago	week		

**Article to be disregarded in filing**

The definite article is *la*.

## FINNISH

A	a	<i>a</i> in sofa
D	d	<i>d</i>
E	e	<i>e</i> in met
G	g	<i>g</i> in game
H	h	<i>h</i>
I	i	<i>i</i> in din
J	j	<i>y</i> in yet
K	k	<i>k</i>
L	l	<i>l</i>
M	m	<i>m</i>
N	n	<i>n</i>
O	o	<i>o</i> in open
P	p	<i>p</i>
R	r	<i>r</i> in rose

S	s	<i>s</i>
T	t	<i>t</i>
U	u	<i>u</i> in put
V	v	<i>v</i> in vest
Y	y	<i>ü</i>
Ä	ä	<i>a</i> in at
Ö	ö	<i>er</i> in herb
B	b	<i>b</i>
C	c	<i>c</i> in calm or in cease
F	f	<i>f</i>
Q	q	<i>cou</i> in could
X	x	<i>x</i> in express
Z	z	<i>s</i> or <i>ts</i>
Å	å	<i>aw</i> in saw

The last seven letters, *b, c, f, q, x, z*, and *å*, occur only in foreign words and proper names and are never found at the beginning of pure Finnish words.

Since 1883 the Suomi, or Finnish language, has, in common with Swedish, been an official language in Finland.

The language has no articles, and the verbs have but two tenses, past and present. The future tense is expressed by circumlocution. There are 15 cases. The principal stress is always on the first syllable.

So-called long vowels are *aa, ää, ee, ii, oo, uu, yy*.

In the following diphthongs the sound of the individual letters must not be lost: *uo, yö, ie, au, eu, iu, ou, äy, öy, ai, ei, oi, ui, yi, äi, öi*.

## Syllabication

A syllable consists of a vowel or diphthong with or without one or more consonants, as, *a-pu*, help; *au-rin-ko*, sun.

A consonant between two vowels belongs to the following syllable.

Two consonants may be divided and double consonants, as *kk*, are always divided.

In words having three consecutive consonants the last will go with the following syllable.

## Cardinal numbers

yksi	one	yhdeksän	nine
kaksi	two	kymmenen	ten
kolme	three	yksitoista	eleven
neljä	four	kaksitoista	twelve
viisi	five	kolmetoista	thirteen
kuusi	six	kaksikymmentä	twenty
seitsemän	seven	sata	hundred
kahdeksan	eight	tuhat	thousand

## Ordinal numbers

ensimäinen	first	yhdeksäs	ninth
toinen	second	kymmenes	tenth
kolmas	third	yhdestoista	eleventh
neljäs	fourth	kahdestoista	twelfth
viides	fifth	kolmastoista	thirteenth
kuudes	sixth	kahdeskymmenes	twentieth
seitsemäs	seventh	sadas	hundredth
kahdeksas	eighth		



**Months**

tammikuu  
helmikuu  
maaliskuu  
huhtikuu  
toukokuu  
kesäkuu

January  
February  
March  
April  
May  
June

heinäkuu  
elokuu  
syyskuu  
lokakuu  
marraskuu  
joulukuu

July  
August  
September  
October  
November  
December

**Days**

sunnuntai  
maanantai  
tiistai  
keskiviikko

Sunday  
Monday  
Tuesday  
Wednesday

torstai  
perjantai  
lauantai

Thursday  
Friday  
Saturday

**Seasons**

kevät  
kesä

spring  
summer

syksy  
talvi

autumn  
winter

**Time**

tunti  
päivä  
viikko

hour  
day  
week

kuukausi  
vuosi

month  
year

## FRENCH

A	a		LL	ll	Liquid, as in brilliant
À <sup>1</sup>	à	a in madam	M	m	m
Â <sup>1</sup>	â		N	n	n
B	b		O	o	Short, vowel sound in
C	c	k in king; c in cedar (before e and i)	Ô	ô	law; long, o in omen
Ç	ç	c in cedar	P	p	p
CH	ch	sh in sham	Q(U)	q(u)	k in kite
D	d	d	R	r	r
E	e		S	s	Hard, as in sister; soft, as in rose; final, mute
Ê <sup>1</sup>	è	e in let; final, mute unless accented	T	t	Hard, as in tit; soft, as c in cedar
Ê <sup>1</sup>	ê				
Ê <sup>2</sup>	ë		U	u	
É	é	a in mate	Û <sup>1</sup>	û	Almost oo in pool
F	f	f	Û <sup>1</sup>	û	
G	g	g in game; zh like sec- ond g in garage (be- fore e and i)	Û <sup>2</sup>	ü	
H	h	Silent in most cases	V	v	v
I	i		W	w	Only in words of for- eign origin
Î	î	ee in meet	X	x	k and ks; z and gz; like hard s; final mute, except in borrowed words
Î <sup>2</sup>	ï				
J	j		Y	y	ee
K	k	k	Z	z	z in zed
L	l	l; final l rarely pro- nounced			

<sup>1</sup> The orthographic signs, grave and circumflex, do not indicate the pronunciation of vowels. For example, *à* in *là* and *â* in *parlâmes* are similar.

<sup>2</sup> The dieresis shows that the vowel bearing it is divided in pronunciation from the preceding vowel, as in *Noël*.

*Un* has no English equivalent; *an* nearly like the English taunt; *ou* like *oo* in food; *in* like *an* in sank; *on* like *on* in long; *gn* like *ni* in onion.

Twenty-five letters of the Latin alphabet are used, the *w* being added only for foreign words.

Punctuation is practically the same as in English.

Em dashes take a space before and after (—) not closed up as in English, and are also used to denote change of speaker in dialog.

### Capitalization

Capitals are used the same as in English, except that proper adjectives, names of seasons, months, days of the week, titles, and the personal pronoun *je* (I) are not capitalized. In proper names of persons taken from the Italian the article is lower-cased, as *le Dante*; otherwise use the form *La Fayette*. In names of places the article is lower-cased, as *le Havre*.

Use roman small caps for the centuries—example: *xix<sup>e</sup> siècle*.

Capitalize the following: Years of the Republican calendar (*l'An IV*), acts of plays (*l'Acte V*), volumes of books (*Tome IX*), titles of rulers (*Louis XIV*), and the numbered divisions of Paris (*le XV<sup>e</sup> arrondissement*).

Capitalize the first word and all proper nouns in the title of a book. If the title commences with *Le*, *La*, *Les*, *Un*, or *Une*, capitalize also the second word. Examples: *Origines du culte chrétien*; *Les Origines du culte*; *La Reine Margot*.

In vivid personifications the nouns personified are capitalized, as *Ici habite la Mort* (Death abides here).

Historical events (*la Révolution*) also take the capital.

The equivalents of streets, etc., are lower-cased, as *rue de la Nation*, *avenue de l'Opéra*, *route Saint-Denis*, *boulevard Saint-Laurent*.

Observe the forms used in the following terms: *l'Académie française*; *la Légion d'honneur*; *Louis le Grand*; *son Éminence*; *l'Église* when referring to the church as an institution, and *l'État* when denoting the nation, as *le Corps d'État*, *le Conseil d'État*.

### Accents

The orthographic accents used (acute, grave, and circumflex) must not be confused with the tonal accent that stresses certain syllables of words. In French there is no mark to indicate stress on any particular syllable.

Capital letters are likewise accented except where the protruding accent is likely to interfere with alinement, as in solid matter. Small caps carry all accents where indicated.

### Hyphens

Geographic names containing the prepositions *en*, *de*, and *sur* are hyphenated, as *Saint-Valéry-en-Caux*. Hyphens are also used in spelled numbers under 100 with few exceptions. See list on following page.

### Spacing

No space is used after the apostrophe, as *l'arbre*, *l'homme*, *d'autrement*.

### Syllabication

Division is made on a vowel or diphthong before a consonant, as *jeu-nesse*. The combinations *bl*, *br*, *ch*, *cl*, *cr*, *dr*, *fl*, *fr*, *gl*, *gn*, *gr*, *gh*, *ph*, *pl*, *pr*, *th*, *tr*, and *vr* must not be separated, as in *ré-pu-bli-que*, *dé-peu-ple-ment*, *cé-lé-trer*, *dé-cret*, *au-tre-ment*, *ou-vrier*, *qua-drille*, *dé-pê-cher*, *ca-tho-li-que*, *té-lé-gra-phi-que*, *Vau-ghan*, but where the *g* and *n* have separate sounds they are divided, as *ag-nus*, *di-ag-nos-ti-que*.

Any other two consonants are divided, as *en-suite*, *im-mense*, *juil-let*, *ec-clé-sias-ti-que*.

As a rule, two vowels are not separated: *mi-nuit*; *théâ-tre*.

It is allowable to divide a monosyllable ending in mute *e*, as *mar-che*; *hom-me*.

In dividing hyphenated phrases such as *ira-t-il*, and *présen-te-t-on* the *t* must go over.

No division should be made on *x* or *y*, as in *Alexan-dre*, *roya-liste*.

One-letter divisions, as in *a-près*, are not permissible, nor should a word be divided on one letter in combination with an elision, as *l'école*, *qu'avant*, except in narrow measure.

The ligature *æ* is inseparable.

### Abbreviations

*Article*, *titre*, *chapitre*, *scène*, and *figure* are abbreviated only when they occur in parentheses.

In the following abbreviations superior letters are sometimes used

art.	article, article	MS. (pl. MSS.)	manuscrit, manuscript
av.	avec, with	N.-D.	Notre-Dame, Our Lady
ch.	chapitre, chapter	No	numéro, number
cie <sup>1</sup>	compagnie, company	N.-S.	Notre-Seigneur, Our Lord
c.-à-d.	c'est-à-dire, that is	R.S.V.P.	Répondez s'il vous plaît, An
Cte	Comte, Count		answer is requested
Dr	docteur, doctor	S.A.R.	Son Altesse Royale, His Royal
etc.	et cætera, et cetera		Highness
fig.	figure, figure	sc.	scène, scene
fr., f.	frances, francs	s.-ent.	sous-entendu, understood
h.	heure, hour	S.Exc.	Son Excellence, His Excel-
1 <sup>er</sup>	premier (m.), first		lency
1 <sup>ère</sup>	première (f.), first	S.M. (pl. LL. MM.)	Sa Majesté, His
II <sup>e</sup> , 2 <sup>e</sup>	deuxième, second		(Her) Majesty
in-f <sup>o</sup>	in folio, folio	S.S.	Sa Sainteté, His Holiness
J.-C.	Jésus-Christ, Jesus Christ	s.v.p.	s'il vous plaît, if you please
M.	Monsieur, Mr.	t.	tome, book
M <sup>d</sup>	marchand, merchant	tit.	titre, title
Me	maître, lawyer	v., vol.	volume, volume
Mgr	monseigneur, my lord	voy., v.,	voyez, voir, see
Mlle	mademoiselle, Miss	vve	veuve, widow
Mme	Madame, Mrs.	%	pour-cent, percent
Mn	maison, house	&	et, and

<sup>1</sup> It will be noticed that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

## Abbreviations of metric signs

mm.	myriamètre	ha.	hectare	g.	gramme
km.	kilomètre	a.	are	dg.	décigramme
hm.	hectomètre	ca.	centiare	cg.	centigramme
dam.	décamètre	das.	décastère	mg.	milligramme
m.	mètre	s., m <sup>3</sup>	stère	kl.	kilolitre
dm.	décimètre	ds.	décistère	hl.	hectolitre
cm.	centimètre	t.	tonne	dal.	décalitre
mq.	mètre carré	q.	quintal métrique	l.	litre
mm.	millimètre	kg.	kilogramme	dl.	décilitre
mmq.	millimètre carré	hg.	hectogramme	cl.	centilitre
mmc.	millimètre cube	dag.	décagramme	ml.	millilitre

## Figures

Numbers are usually spelled in text unless matter is of a statistical nature.

Age and clock time will be spelled, as *huit ans* (eight years); *six heures* (six o'clock).

Dates and figures are spelled in legal documents, as *l'an mil huit cent quatre* (the year one thousand eight hundred and four).

## Cardinal numbers

un, une	one	soixante-dix	seventy
deux	two	soixante et onze	seventy-one
trois	three	soixante-douze	seventy-two
quatre	four	soixante-treize	seventy-three
cinq	five	soixante-quatorze	seventy-four
six	six	soixante-quinze	seventy-five
sept	seven	soixante-seize	seventy-six
huit	eight	soixante-dix-sept	seventy-seven
neuf	nine	soixante-dix-huit	seventy-eight
dix	ten	soixante-dix-neuf	seventy-nine
onze	eleven	quatre-vingt	eighty
douze	twelve	quatre-vingt-un	eighty-one
treize	thirteen	quatre-vingt-deux	eighty-two
quatorze	fourteen	quatre-vingt-trois	eighty-three
quinze	fifteen	quatre-vingt-quatre	eighty-four
seize	sixteen	quatre-vingt-cinq	eighty-five
dix-sept	seventeen	quatre-vingt-six	eighty-six
dix-huit	eighteen	quatre-vingt-dix	ninety
dix-neuf	nineteen	quatre-vingt-onze	ninety-one
vingt	twenty	quatre-vingt-dix-sept	ninety-seven
vingt et un	twenty-one	quatre-vingt-dix-huit	ninety-eight
vingt-deux	twenty-two	quatre-vingt-dix-neuf	ninety-nine
trente	thirty	cent	hundred
trente et un	thirty-one	cent un	one hundred and one
quarante	forty	trois cents	three hundred
quarante et un	forty-one	mille (mil)	thousand
cinquante	fifty		
cinquante et un	fifty-one		
soixante	sixty		
soixante et un	sixty-one		

## Ordinal numbers

premier, m. }	first	septième	seventh
première, f. }		huitième	eighth
second }	second	neuvième	ninth
deuxième }		dixième	tenth
troisième	third	onzième	eleventh
quatrième	fourth	vingt et unième	twenty-first
cinquième	fifth	vingt-deuxième	twenty-second
sixième	sixth	centième	hundredth

*Fractions.*—The numerator is expressed by a cardinal, the denominator by an ordinal as in English. Half=*moitié* (noun) and *demi* (adjective);  $\frac{1}{4}$ =*un quart*,  $\frac{1}{3}$ =*un tiers*. Use *la moitié* (not *demi*), where *the half of* is used in English.



Un huitième; les trois dixièmes=one eighth; the three tenths.  
 La moitié de l'année=the half of the year.  
 Une heure et demi=an hour and a half.  
 Une demi-heure=half an hour.  
 Les trois quarts de cette somme=three fourths of that sum.

**Months**

janvier (janv.)	January	juillet (juil.)	July
février (fév.)	February	août	August
mars	March	septembre (sept.)	September
avril (av.)	April	octobre (oct.)	October
mai	May	novembre (nov.)	November
juin	June	décembre (déc.)	December

**Days**

dimanche	Sunday	jeudi	Thursday
lundi	Monday	vendredi	Friday
mardi	Tuesday	samedi	Saturday
mercredi	Wednesday		

**Seasons**

printemps	spring	automne	autumn
été	summer	hiver	winter

**Time**

heure	hour	mois	month
jour	day	année	year
semaine	week		

**Articles to be disregarded in filing**

un, <i>m.</i>	le, <i>sing. m.</i>	les, <i>pl. m. and f.</i>	la, <i>sing. f.</i>
une, <i>f.</i>			

## GERMAN

А	a	a in cart	В	p	p
В	b	b	Q	q	kv
С	c	c in can or ts in quarts	Н	r	r as in wary
Д	d	d	С	ſ s	s in son or in rose, or soft sh
Е	e	e in end or a in ale	Т	t	t; z before ion
Ф	f	f	U	u	oo in coo
Г	g	g in gay	В	v	f in fan
Н	h	h, initial; otherwise mute	В	w	v in van
И	i	i in pin	Х	x	ks
Й	j	y in year	У	y	y in yet
К	k	k	З	z	ts in quarts or ds
Л	l	l	А	ä	Similar to ai in fair
М	m	m	О	ö	Similar to a in ale
Н	n	n	Ü	ü	Similar to e in we
О	o	o in more			

The language has no accents; the diacritical marks used are *ä*, *ö*, *ü*.

The Latin alphabet is coming into general use in German printing, and all 26 letters are used, with the addition of the *ß* or *sz*, which is used only in the lower case.

Where the em dash is used in text in parenthetical phrases, put a space on each side of the dash —, using a thick or thin space, according to the spacing of the rest of the line.

## Capitalization

Initial capital letters are used as follows:

- The first word of a sentence.
- In poetry, usually, the first word of each line.
- The first word of a direct quotation; also the first word after a colon. An exception to this rule occurs when the matter following is merely complementary to the preceding. For example, "At home he was seldom, to the Court he never came: if you would find him, you must needs seek him in the forest." Lower case after interrogation and exclamation points if the phrase following is directly connected, as in "Where do we go from here?" the man said; and "Give me liberty or give me death!" cried Patrick Henry. The first word of titles of books also has a capital initial.

All nouns are capitalized, although there is an ever-growing movement in Germany to lower case common nouns.

Pronouns relating to the person addressed, as in letters, etc., as well as titles of honor, are capitalized.

The custom of capitalizing proper nouns used as adjectives is quite variable. We have *Schillersche Trauerspiele*, *Grimmsche Märchen*, but also *die lutherische Kirche* and *mohammedanische Pilger*.

Any word used as a noun (for example, *der Nächste*, *die Armen*, *das Rechte*, *Gutes*, *Böses*, etc.), takes a capital initial.

In solid matter, where the Umlaut (¨) on capital letters is likely to cause trouble in alinement, it will be omitted and a lower-case *e* added after the capital, as *Ae*, (*Aerger*), *Oe* (*Oel*), *Ue* (*Ueber*).

## Hyphens

In words made up of two parts, where one part is common to both words, use the hyphen as follows: *Feld- und Gartenfrüchte* (field- and garden produce), the word *früchte* being common to both, and though a noun, is lower-cased; but use *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because the first is a compound word made up of two nouns.

Combinations of two or more words are printed without hyphens, *Fluss Wasser Stoff Säure* becomes *Flusswasserstoffsäure*.

## Syllabication

The following rules are based on the Prussian "Book of Rules":

I. Polysyllabic words are divided, as a rule, phonetically—i.e., as they naturally divide themselves when pronounced slowly and distinctly, as *Wör-ter-ver-zeich-nis*, *Ge-schlech-ter*, *Ueber-lie-fe-rung*. Syllables consisting of but one letter should not be divided.

NOTE 1.—Avoid the somewhat common division *-ung* in *Lie-fer-ung*, *Schreib-ung*, which is contrary to the above rule.

NOTE 2.—(a) If there be but one consonant, carry it over, as *tre-ten*, *nä-hen*; also (b), *ch*, *sch*, *sz*, *ph*, and *th* have but a single sound and are therefore indivisible, as *Bü-cher*, *Hä-scher*, *Bu-sze*, *So-phie*, *ka-tho-lisch*; *x* and *z* are considered simple consonants, *He-xe*, *rei-zen*.

Where there is more than one consonant, the last is carried over, as *An-ker*, *Fin-ger*, *War-te*, *Rit-ter*, *Was-ser*, *Knos-pe*, *tap-fer*, *kämp-fen*, *Karp-fen*, *Ach-sel*, *krat-zen*, *Städ-te*, *Ver-wand-te*.

When using German text, *ð* is changed to *ff* when division is necessary, as *Saf-fe*.

*St* is never divided, as *ha-sten*, *be-ste*, *ko-sten*, *Klo-ster*, *mei-ste*, *Fen-ster*, *For-ster*, *Pfing-sten*.

(1) These rules are inflexible, but the last does not apply in the case of *äs-the-tisch*, since this is not a separation of *st*, but rather of *s* and *th*.

(2) In simple non-German words the phonetic combinations of *b*, *p*, *d*, *t*, *g*, and *k* in connection with *l* and *r* are not separated, as *Pu-bli-kum*, *Me-trum*, *Hy-drant*.

(3) Retain also the phonetic combination *gn*, since, in most cases, it will be found phonetically correct, as *Ba-gno*, *Ma-gno-lie*, *Ma-gnet*, *Si-gnet*, etc. *Kompag-nie* is, however, an exception because here the *g* is really silent and the last syllable begins with an *n*.

II. Compound words are separated into their physical parts and these are then treated as simple words, as *Diens-tag*, *Tür-an-gel*, *Emp-fangs-an-zei-ger*, *Vor-aus-set-zung*. This rule applies also in certain cases where it appears phonetically incorrect, as *hier-auf*, *hin-aus*, *dar-über*, *war-um*, *wor-an*, *be-ob-ach-ten*, *Voll-en-den*.

This is also the case in certain compound words of foreign origin, as *at-mosphä-re*, *Mi-kro-skop*, *In-ter-es-se*, but if the constituent parts of a foreign word are unknown, proceed as directed in (a) and (b) of Note 2.

Compound geographic names are no exception to this rule, as *Frie-den-au*, *Schwarz-ach*, etc.

III. An old rule prohibiting the division of vowel combinations has been modified to permit division if the vowels do not dissolve, forming a diphthong. This rule also applies in the case of those foreign groups of vowels that cannot be separated into distinct separate sounds in pronunciation, as the French *oi* in *coiffeur*, *oy* in *royalist*, *ay* in *rayon*, *ea* in *orgeade*, as well as the English *ea* in *Lear* and *ee* and *ea* in *beefsteak*. It is also self-evident that in such words as *Trauung* and *Kasteiung* the separation of the final *-ung* is permissible.

Prefixes *be* and *ge* are also separable from words beginning with a vowel, as *be-ar-bei-ten*, *be-er-ben*, *ge-ar-tet*, *ge-eb-net*.

Aside from these exceptions, vowels should not ordinarily be separated, although indicated in the following cases, when unavoidable due to narrow type measure:

(a) When the first vowel is stressed, as *Hy-peri-on*, *Mu-se-um*.

(b) When both are equal but pronounced separately, as *lini-ie-ren*, *Sper-ma-to-zo-on*, *In-di-vi-du-um*.

(c) When a short word cannot possibly be divided otherwise, as *Oze-an*.

(d) When each vowel retains its own sound, as *Ela-in*, *Ka-per-na-um*, *kre-iren*, *Zel-lu-lo-id*.

Where the object of the second vowel is merely to lengthen the sound of the first, do not separate them, as *Aachen*, *Moos*.

NOTE 3.—In printing, a two-letter run-over is permissible only in very narrow measure.

IV. Where space is limited there are certain other permissible divisions that are entirely contrary to the foregoing rules. *Glit-sch(e)st* is a case of this kind; the word *glitschst*, having but one syllable, is indivisible, but by adding the *e* it may be divided: *glit-schest*.

V. If a compound noun is run over so that the second or third part of the compound begins the next line, the latter must not be capitalized. Do not use—

Gepäck-  
Annahme

but

Gepäck-  
annahme.

With German text the round s is used in dividing only in those cases where it would have been used had the word not been divided—i.e., at the end of a prefix or component part of a compound word and in a few words of foreign derivation, as Blasphemie, Molluske, konfiszieren, Konfiskation, kosmetisch, Kosmogonie, Tschia, Tschimo, viszeral, Escorial, Escapade, Sanskrit, Susquehanna, disputieren; elsewhere the long f is used, as Drechsler, Messer, etc.

### Abbreviations

The following are some common abbreviations in German:

A.	acceptiert, accepted; Acker, acre	u.drgl.	und dergleichen, and the like
a.c.	anni currentis, current year	unbest.	unbestimmt, indefinite
A.G.	Aktiengesellschaft, joint stock company	usw.	und so weiter, et cetera
Art.	Artikel, article	v.H.	vom Hundert, of the hundred
bez.	bezüglich, respecting	Wwe.	Witwe, widow
bzw.	beziehungsweise, respectively	Xber.	Dezember, December (rare)
ca.	circa, about	Xr.	Kreuzer, cruiser; kreutzer, a coin
Dr.	Doktor, doctor	z.	zur, to the
E. V.	Eingang vorbehalten, rights reserved	z.B.	zum Beispiel, for example
eng.	englisch, English	Zs.	Zeitschrift, periodical
ff.	folgende, following	Ztr.	Zentner, hundredweight
Forts.	Fortsetzung, continuation	zw.	zwischen, between
fr.	franko, postpaid	Ing.	Ingenieur, engineer
Fr.	Frau, Mrs.	Kap.	Kapitel, chapter
Frl.	Fräulein, Miss	kgl.	königlich, royal
geb.	geboren, born, née	M.	Mark, mark (coin)
G.m.b.	Gesellschaft mit beschränk-	näml.	nämlich, namely
H.	ter Haftung, corporation with limited liability	n.Chr.	nach Christo, anno Domini
hrsg.	herausgegeben, published	n.F.	neue Folge, new series
i.a.	im allgemeinen, in general	no, ntto.	netto, net
I.G.	Interessengemeinschaft, amalgamation, trust	Nr., Nro.	Numero, number
Skt.	Sankt, Saint	od.	oder, or
s.o.	siehe oben, see above	p.Ct.	pro Cent, percent
St.	Stück, each	Pf.	Pfennig, penny
s.u.	siehe unten, see below	Pfd.	Pfund, pound
Thlr.	Thaler, dollar	Q.	Quadrat, square
u.	und, and	Rab.	Rabatt, discount
u. a.	unter anderen, among others; und andere, and others	resp.	respectiv, respectively
		Rm.	Reichsmark, reichsmark (coin)
		S.	Seite, page
		s.	siehe, see
		Ser.	Serie, series
		sog.	sogenannt, so-called

Chemical signs are used as in English.

### Cardinal numbers

eins	one	zehn	ten
zwei	two	elf	eleven
drei	three	zwölf	twelve
vier	four	dreizehn	thirteen
fünf	five	zwanzig	twenty
sechs	six	ein und zwanzig	twenty-one
sieben	seven	hundert	hundred
acht	eight	tausend	thousand
neun	nine		



**Ordinal numbers**

erste	first	zehnte	tenth
zweite	second	elfte	eleventh
dritte	third	zwölfte	twelfth
vierte	fourth	dreizehnte	thirteenth
fünfte	fifth	zwanzigste	twentieth
sechste	sixth	ein und zwanzigste	twenty-first
siebente	seventh	hundertste	hundredth
achte	eighth	tausendste	thousandth
neunte	ninth		

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as 1. *Heft*; 2. *Band*.

**Months**

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
März	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Mai	May	November (Nov.)	November
Juni (Jun.)	June	Dezember (Dez.)	December

**Days**

Sonntag	Sunday	Donnerstag	Thursday
Montag	Monday	Freitag	Friday
Dienstag	Tuesday	Sonnabend, Samstag	Saturday
Mittwoch	Wednesday		

**Seasons**

Frühling	spring	Herbst	autumn
Sommer	summer	Winter	winter

**Time**

Stunde	hour	Monat	month
Tag	day	Jahr	year
Woche	week		

**Articles to be disregarded in filing**

der ( <i>masculine, nominative case</i> )	ein
die, <i>f.</i>	eine
das, <i>n.</i>	

## GREEK (Classical)

A	α	alpha	ā as in father; ǣ as in papa	Ξ	ξ	xi	x as in mix
B	β	beta	b as in bad	Ο	ο	omicron	o as in obey
Γ	γ	gamma	g as in go	Π	π	pi	p as in pin
Δ	δ	delta	d as in do	Ρ	ρ	rho	r as in red
E	ε	epsilon	e as in pet	Σ	σ s	sigma	s as in see
Z	ζ	zeta	Originally as zd; later as z	T	τ	tau	t as in top
H	η	eta	e as in French fête	Υ	υ	upsilon	ū as in French sûr, German ü; ũ as in G e r m a n Brücke
Θ	θ	theta	th as in thin	Φ	φ	phi	ph as in graphic
I	ι	iota	ī as in ma- chine; ĭ as in pit	X	χ	chi	ch as in German machen
K	κ	kappa	k as in keg	Ψ	ψ	psi	ps as in gyp- sum
Λ	λ	la(m)da	l as in lip	Ω	ω	omega	o as in prone
M	μ	mu	m as in mix				
N	ν	nu	n as in now				

The Greek language uses 24 letters. Each letter has at least two forms, the majuscule, or upper-case, and the minuscule, or lower-case. The larger, or capital, letters are very like those used by the Greeks of the classical period; the smaller letters are derived from the cursive script used at a very much later period. The use given herewith is that taught generally in American schools and colleges.

Five of the lower-case letters have two forms each: α is used in text; α, as a symbol in mathematics; ε and ε are rare, never used as symbols; φ φ, in text and as symbols; σ, initial or medial; σ, final.

## Forms

The form σ is used at the beginning or in the middle of a word; the form σ at the end of a word only. Various fonts of type, especially the older fonts, had variants for certain of the characters, notably for θ, β, and φ. These variant characters can generally be used indiscriminately and interchangeably.

The later manuscripts had many hundreds of ligatures, a remnant of the shorthand of the period. The earlier printers had a great many of these cast in type, but they are not generally used today.

There is the relic of the primitive Greek alphabet remaining in the use of three ancient characters as numerals, Ϟ, digamma, or Ϛ, stigma, used for 6; Ϟ, koppa, used for 90, and Ϟ, sampi, used for 900. The only other occasion for the use of these characters is in paleography.

Attention is called to the breathings, the rough (´) which gives the sound of h to the letter on which it is written, and the smooth (˘). Every initial vowel takes one or the other of these breathings. It is written over the second letter of a diphthong, and in front of capital letters. Initials ν and ρ take the rough breathing above them, and doubled ρ was formerly written ρρ, but modern usage eliminates the breathings. The smooth breathing should not be confused with the apostrophe, which is used at the end of a word to indicate an omission.

## Accents

Three accents are used in Greek, the acute (´), the tilde (circumflex) (¨) and the grave (`). These may be combined with the breathings to give a number of "sorts", the use of which involves a knowledge of the language.

## GREEK DIACRITICAL MARKS

˘ lenis	˘ lenis grave	˘ tilde asper
˘ asper	˘ asper acute	˘ dieresis
˘ acute	˘ asper grave	˘ dieresis acute
˘ grave	˘ tilde	˘ dieresis grave
˘ lenis acute	˘ tilde lenis	

The Greek marks of punctuation are the comma (,), the colon-semicolon (:), the period (.), and the mark of interrogation (;). As the ancient Greeks wrote without any breaks, even between words, these marks are of quite recent origin, and are inserted where editors think they should go, generally as in English.

### Pronunciation

Scholars think that the double consonants  $\varphi$ ,  $\chi$ ,  $\theta$ ,  $\zeta$ ,  $\xi$ , and  $\psi$ , originally sounded both of their component parts, but that later they took on a single sound.

The letter  $\gamma$  before  $\kappa$ ,  $\gamma$ ,  $\chi$ , and  $\zeta$  took the sound of  $n$  in ink. The letter  $\rho$ , when with a rough breathing, had a sound something like *hr*.

The pronunciation of the principal diphthongs is:

$αι$  as *ai* in aisle

$ει$  as *ei* in rein

$οι$  as *oi* in toil

$υι$  as *ui* in quit

$αυ$  as *ou* in our

$ευ$  as *eu* in feud

$ου$  as *ou* in you

The diphthong  $\etaυ$  can only be approximated by the sounds *eh-oo* pronounced quickly together.

The improper diphthongs  $\alpha$ ,  $\eta$ ,  $\omega$ , are pronounced like *a*, *η*, *ω*, respectively.

There is a division of opinion among modern scholars as to the pronunciation of ancient Greek. Some think that the pronunciation of the modern Greek is more nearly like the ancient than the ordinarily accepted scholastic pronunciation.

### Capitalization

As the ancient Greeks did not know the lower-case letters, they had no scheme of capitalization. The modern use is to capitalize proper names and the first word of a sentence. Poetry does not capitalize the first word of a line, unless under the above rule.

### Syllabication

Each Greek word has as many syllables as it has vowels or diphthongs. The following rules, based on ancient tradition, are used in divisions:

(a) Single consonants, combinations of consonants which can begin a word, and mutes followed by  $\mu$  or  $\nu$ , are placed at the beginning of a syllable.

In Greek there are found to be 41 combinations of consonants that are used to begin words. They are:

$\beta\delta$ ,  $\beta\lambda$ ,  $\beta\rho$ ,  $\gamma\lambda$ ,  $\gamma\nu$ ,  $\gamma\rho$ ,  $\delta\mu$ ,  $\delta\nu$ ,  $\delta\rho$ ,  $\theta\lambda$ ,  $\theta\nu$ ,  $\theta\rho$ ,  $\kappa\lambda$ ,  $\kappa\mu$ ,  $\kappa\nu$ ,  $\kappa\rho$ ,  $\kappa\tau$ ,  $\mu\nu$ ,  $\mu\lambda$ ,  $\mu\nu$ ,  $\mu\rho$ ,  $\mu\tau$ ,  $\sigma\theta$ ,  $\sigma\kappa$ ,  $\sigma\mu$ ,  $\sigma\pi$ ,  $\sigma\tau$ ,  $\sigma\varphi$ ,  $\sigma\chi$ ,  $\tau\lambda$ ,  $\tau\mu$ ,  $\tau\rho$ ,  $\varphi\theta$ ,  $\varphi\lambda$ ,  $\varphi\nu$ ,  $\varphi\rho$ ,  $\chi\theta$ ,  $\chi\lambda$ ,  $\chi\nu$ ,  $\chi\rho$ .

(b) Other combinations of consonants are divided.

(c) Compound words are divided into their original parts.

### Cardinal numbers

$\alpha'$   $\epsilonἰς$ ,  $\muία$ ,  $\xiν$

$\beta'$   $\δύο$

$\gamma'$   $\τρεῖς$ ,  $τρία$

$\delta'$   $\τέτταρες$ ,  $-ρα$

$\epsilon'$   $πέντε$

$\zeta'$   $\ξξ$

$\eta'$   $ἐπτά$

$\theta'$   $ὀκτώ$

$\iota'$   $ἐννέα$

$\kappa'$   $δέκα$

$\lambda'$   $ἐνδέκα$

$\mu'$   $δώδεκα$

$\nu'$   $τρεῖςκαίδεκα$

$\xi'$   $εἴκοσι$

$\rho'$   $τριάκοντα$

$\sigma'$   $τεττεράκοντα$

one

two

three

four

five

six

seven

eight

nine

ten

eleven

twelve

thirteen

twenty

thirty

forty

$\nu'$   $\πεντήκοντα$

$\xi'$   $ξξήκοντα$

$\sigma'$   $ἐβδομήκοντα$

$\pi'$   $ὀγδοήκοντα$

$\zeta'$   $ἐνενήκοντα$

$\rho'$   $ἐκατόν$

$\sigma'$   $διακόσιοι$

$\tau'$   $τριακόσιοι$

$\nu'$   $τετρακόσιοι$

$\varphi'$   $πεντακόσιοι$

$\chi'$   $ἑξακόσιοι$

$\psi'$   $ἑπτακόσιοι$

$\omega'$   $ὀκτακόσιοι$

$\theta'$   $ἐνακόσιοι$

$\alpha$   $χίλιοι$

$\iota$   $μύριοι$

fifty

sixty

seventy

eighty

ninety

hundred

two hundred

three hundred

four hundred

five hundred

six hundred

seven hundred

eight hundred

nine hundred

thousand

ten thousand

### Ordinal numbers

$\pi\rho\acute{\omega}\tau\omicron\varsigma$

$\delta\epsilon\acute{\upsilon}\tau\epsilon\rho\omicron\varsigma$

$\tau\rho\acute{\iota}\tau\omicron\varsigma$

$\tau\acute{\epsilon}\tau\alpha\rho\tau\omicron\varsigma$

$\pi\acute{\epsilon}\mu\pi\tau\omicron\varsigma$

$\xi\kappa\tau\omicron\varsigma$

$\xi\beta\delta\omicron\mu\omicron\varsigma$

$\omicron\gamma\delta\omicron\omicron\varsigma$

first

second

third

fourth

fifth

sixth

seventh

eighth

$\xi\nu\alpha\tau\omicron\varsigma$

$\delta\acute{\epsilon}\kappa\alpha\tau\omicron\varsigma$

$\epsilon\nu\delta\acute{\epsilon}\kappa\alpha\tau\omicron\varsigma$

$\delta\omega\delta\acute{\epsilon}\kappa\alpha\tau\omicron\varsigma$

$\tau\rho\acute{\iota}\tau\omicron\varsigma$  καὶ  $\delta\acute{\epsilon}\kappa\alpha\tau\omicron\varsigma$

$\epsilon\acute{\iota}\kappa\omicron\sigma\tau\acute{\omicron}\varsigma$

$\tau\rho\acute{\iota}\alpha\kappa\omicron\sigma\tau\acute{\omicron}\varsigma$

$\chi\acute{\iota}\lambda\omicron\sigma\tau\acute{\omicron}\varsigma$

ninth

tenth

eleventh

twelfth

thirteenth

twentieth

thirtieth

thousandth

These numerals, except the cardinals from 5 to 100, are regularly declinable according to the rules of the language. The exceptions are not declinable.

The numeral characters take an acute accent after them, from 1 to 999. To place an accent below and to the left of a character multiplies it by 1000: e.g.,  $\alpha' = 1$ ,  $\alpha = 1000$ ,  $\alpha\lambda\gamma' = 1933$ .

### Chronology

The ancient Greeks divided time into periods of four years, called Olympiads, the first year of the first Olympiad beginning in the middle of the summer of 776 B.C. Each year was divided into twelve months, but there was no division into weeks.

The seasons were called  $\eta\rho$ , spring;  $\theta\acute{\epsilon}\rho\omicron\varsigma$ , summer;  $\acute{\omicron}\pi\acute{\omega}\rho\alpha$ , autumn, and  $\chi\epsilon\iota\mu\acute{\omega}\nu$ , winter.

After the rise of the Roman supremacy the Julian calendar was adopted, with the Latin month names transliterated. After the advent of Christianity the weekly system was adopted, with names of the days as in modern Greek.

### Months

Ἑκατομβαιῶν	Hecatombion	About July
Μεταγειτνιῶν	Metagetnion	August
Βοηδρομιῶν	Boëdromion	September
Πυανοσιῶν	Pyanopsion	October
Μαιμακτηριῶν	Maimacterion	November
Ποσειδεῶν	Poseideon	December
Ποσειδεῶν δεύτερος	Second Poseideon	In leap years only (every eight years)
Γαμηλιῶν	Gamelion	January
Ἀνθεστηριῶν	Anthesterion	February
Ἐλαφηβολιῶν	Elaphebolion	March
Μουνιχιῶν	Mounichion	April
Θαργηλιῶν	Thargelion	May
Σκιροφοριῶν	Scirophorion	June

The modern equivalents are, of course, only approximate, as the Greeks had not calculated the year as accurately as more modern mathematicians have. The first day of Hecatombion was intended to fall upon the summer solstice; but it actually varied from the middle of June to the first week in August.

### Time

ώρα	hour	μῆν	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

### Articles to be disregarded in filing

ὁ οἱ  
ῆ  
τό

### Ligatures, etc.

ς=stigma (st)	ϝ=koppa (q)
ϣ=sampi (sch)	ϝ= (ou)



## GREEK (Modern)

A	α	Α α	alpha	a in father
B	β	Β β	beta	v
Γ	γ	Γ γ	gamma	{ Hard g aspirated (gh) as g in the German tragen, before α and ο sounds; as y (German j), before ε and ι sounds. For γγ, γκ, etc., see remarks
Δ	δ	Δ δ	delta	th in this
E	ε	Ε ε	epsilon	{ A little longer than e in well, but not quite as long as α in fate; as e in German nehmen
Z	ζ	Ζ ζ	zeta	z
H	η	Η η	eta	ee in eel, German i
Θ	θ	Θ θ	theta	th in thin
I	ι	Ι ι	iota	ee in eel. See under diphthongs
K	κ	Κ κ	kappa	k. For γκ, see remarks
Λ	λ	Λ λ	lambda	l
M	μ	Μ μ	mu	m
N	ν	Ν ν	nu	n. For ν before π, see remarks
Ξ	ξ	Ξ ξ	xi	x (ks)
O	ο	Ο ο	omicron	o in mono
Π	π	Π π	pi	p; after μ or its sound, as b
P	ρ	Ρ ρ	rho	r, somewhat rolled or trilled
Σ	σ s	Σ σ s	sigma	s; before β, δ, γ, μ, ρ, as z
T	τ	Τ τ (r)	tau	t; a medial τ before ν as d
Υ	υ	Υ υ	upsilon	ee in eel
Φ	φ	Φ φ	phi	f
X	χ	Χ χ	chi	{ Before α and ο, guttural German ch in doch; before ε and ι, palatal ch in Licht
Ψ	ψ	Ψ ψ	psi	ps
Ω	ω	Ω ω	omega	o in note

Modern Greek is very similar to classical Greek, being the direct descendant of that language. There are, at present, two slightly differing forms of modern Greek, the literary, or written form, and the popular or spoken, dialectal form. As practically all printed matter is in the literary form, the following rules concern that form; but certain popular pronunciations will be indicated as needed.

The modern alphabet is the same as that used for the older language. The pronunciation of some of the letters differs from that ordinarily used for the ancient Greek. It is given in the table.

### Remarks

The character  $\sigma$  is used in initial and medial positions in a word, the character  $\varsigma$  in the final position. Variant forms of other letters have no fixed rule for use.

The combinations  $\gamma\gamma$  and  $\gamma\kappa$  are pronounced as *ng* in England, and *nch* in anchor. Before  $\chi$  and  $\xi$  the  $\gamma$  has the sound of *ng* (nasal).

N-final before  $\pi$ -initial is pronounced as *m*, in which case the  $\pi$  is pronounced as *b*.

**DIPHTHONGS.**—The “improper” diphthongs  $\alpha$  and  $\eta$  are pronounced as *a* and *η*, respectively.

The pronunciation of the diphthongs is as follows:  $\Lambda$  like  $\epsilon$ ;  $\epsilon$  like  $\epsilon$ ;  $\iota$ ,  $\upsilon$  like  $\eta$  (*ee*);  $\upsilon$  as *ou* in group. The diphthongs  $\alpha\upsilon$ ,  $\epsilon\upsilon$ ,  $\eta\upsilon$  are pronounced before all vowels and the consonants  $\beta$ ,  $\gamma$ ,  $\delta$ ,  $\zeta$ ,  $\lambda$ ,  $\mu$ ,  $\nu$ ,  $\rho$ , as *av*, *ev*, *eev*, respectively, before  $\theta$ ,  $\kappa$ ,  $\xi$ ,  $\pi$ ,  $\sigma$ ,  $\tau$ ,  $\varphi$ ,  $\psi$ , as *af*, *ef*, *eev*, respectively.

The popular language introduces a number of palatalizations into its pronunciation, notable among which is the prefixing of an  $\iota$  (or a letter having an  $\iota$ -sound, generally  $\upsilon$ ) when the  $\iota$  takes the consonantal sound of  $\gamma$ .

### Accents and breathings

Modern Greek employs the same accents and breathings as the ancient language, and under practically identical rules. Every word, with a few exceptions has an accent on one of the three last syllables. Every initial vowel carries a rough or a smooth breathing. The initial letters  $\rho$  and  $\upsilon$  always carry the rough breathing, and the combination  $\rho\rho$  is usually written with a smooth and a rough accent. The rough breathing does not affect the pronunciation in any way.

### Capitalization

Majuscules (capital letters) are used on title pages and in headings, much as in English, at the beginning of a sentence, on all proper nouns, on the titles of high-placed officials, and on the designations of corporations, associations, etc. In letters, etc., the pronoun of address is usually capitalized.

### Punctuation

The comma, the period, and the exclamation point are the same as in English and are used similarly. The semicolon and the colon are represented by a point above the line. The question mark resembles the English semicolon. The scheme for quotation marks is the same as in the western languages.

### Syllabication

Modern Greek forms a syllable for each vowel or diphthong. A single consonant belongs to the following syllable. Two consonants divide, except that any two consonants that may begin a Greek word are given to the following syllable; further, three consonants will be affixed to the following syllable if the first with the second, or the second with the third can begin a word. Compounds may be divided on the compound.

A list of the letters which may begin a word can be found under Greek (classical), syllabication, page 70. This can be used in modern Greek.

**NUMERALS.**—Modern Greek uses the Arabic figures for ordinary number work. Where western languages use roman numerals, the modern Greek uses the same scheme of letters as used by classical Greek.

**Cardinal numbers**

ἓξ, μία, ἓν	one	ἐννέα	nine
δύο	two	δέκα	ten
τρῆς, τρία	three	εἴκοσι	twenty
τέσσαρες, -α	four	τριακοντα	thirty
πέντε	five	ἐκατόν	hundred
ἕξ	six	χίλια	thousand
ἐπτά	seven	ἑν ἑκατομμύριον	hundred thousand
ὀκτώ	eight		

**Ordinal numbers**

πρῶτος	first	ἐννατος	ninth
δεύτερος	second	δέκατος	tenth
τρίτος	third	εἰκοστός	twentieth
τέταρτος	fourth	τριακοστός	thirtieth
πέμπτος	fifth	ἐκατοστός	hundredth
ἕκτος	sixth	χιλιοστός	thousandth
ἑβδομος	seventh	ἐκατομμυριοστός	hundred thousandth
ὀγδοος	eighth		

**Months**

Ἰανουάριος	January	Ἰούλιος	July
Φεβρουάριος	February	Αὐγουστος	August
Μάρτιος	March	Σεπτέμβριος	September
Ἀπρίλιος	April	Ὀκτώβριος	October
Μάϊος	May	Νοέμβριος	November
Ἰούνιος	June	Δεκέμβριος	December

**Days**

Κυριακή	Sunday	Πέμπτη	Thursday
Δευτέρα	Monday	Παρασκευή	Friday
Τρίτη	Tuesday	Σάββατον	Saturday
Τετάρτη	Wednesday		

**Seasons**

ανοξίς, ἔαρ	spring	φθινόπωρον	autumn
θέρω	summer	χειμών	winter

**Time**

ώρα	hour	μήν	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

## HUNGARIAN

A	a	o in dog	NY	ny	ni (ny) in Virginia
Á	á	a in father	O	o	o in horn
B	b	b	Ó	ó	o in stone
C	c	ts	Ö	ö	u in purr
CS	cs	ch in change	Ő	ő	eu in French peur <sup>1 2</sup>
CZ	cz	ts in its	P	p	p
D	d	d	R	r	r (trilled)
E	e	e in lend	S	s	sh in shut
É	é	ai in wait	SZ	sz	s in silly
F	f	f	T	t	t
G	g	g in pig	TY	ty	t (ty) in tune
GY	gy	d in duke, or j in joy	U	u	oo in good
H	h	h	Ű	ú	u in brute
I	i	i in bits	Ü	ü	u (y) of French nu, mue <sup>1 2</sup>
Í	í	i in ravine	Ű	ű	( <sup>2</sup> )
J	j	y in yard	V	v	v
K	k	k	Y	y	y <sup>3</sup>
L	l	l	Z	z	z
LY	ly	l (ly) in lute	ZS	zs	French j
M	m	m			
N	n	n			

<sup>1</sup> No corresponding sound in English.<sup>2</sup> Really only lengthened form of preceding vowel.<sup>3</sup> Except as final, it is merely a sign of the softening of the preceding consonant.

There are no exceptions to these rules of pronunciation.  
Punctuation is practically the same as in English.

**Accent**

Stress is without exception on the first syllable.

**Capitalization**

Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship).

Proper names and those referring to God are capitalized.

Adjectives formed from proper names are not capitalized: *budapesti* (of Budapest); *magyar* (Hungarian).

**Syllabication**

Simple words are divided at the end of a line so that where two vowels follow one another they are separated: *fi-am, mi-enk, ti-e-id*.

Where two consonants follow one another, they also are separated: *nap-pal, er-dő*.

Where a single consonant occurs between two vowels, it goes with the next syllable: *vá-ros, va-dász*. This rule also holds good where the consonant is a double one: *gy, cz, ly, ny, sz, ty, cs, zs* (*a-gyag, e-cset, e-czel, a-nya, a-tya, ró-zsa*).

Two combinations of consonants occurring together in one word are abbreviated: *ssz* instead of *szsz*; but when they are divided, the original spelling is restored: *hossz-szu*.

Compound words are divided according to their construction: *rend-őr, meg-áll*.

**Abbreviations**

The following will be of interest because of their frequent use:

kir. királyi, royal	p. pengő, 100 filler	szt. szent, Saint
f. é. folyó évi, current year	pl. például, for instance	t. i. tudniillik, that is
fil. fillér, half penny	stb. és a többi, et cetera	
k. korona, crown	sz. szám, number (no.)	



**Cardinal numbers**

egy	one	kilencz	nine
kettő	two	tíz	ten
három	three	tizenegy	eleven
négy	four	tizenkettő	twelve
öt	five	tizenhárom	thirteen
hat	six	husz	twenty
hét	seven	száz	hundred
nyolcz	eight	ezer	thousand

**Ordinal numbers**

első	first	kilenczedik	ninth
második	second	tizedik	tenth
harmadik	third	tizenegyedik	eleventh
negyedik	fourth	tizenkettedik	twelfth
ötödik	fifth	tizenharmadik	thirteenth
hatodik	sixth	huszadik	twentieth
hetedik	seventh	századik	hundredth
nyolczadik	eighth	ezredik	thousandth

**Months**

Január (Jan.)	January	Julius (Jul.)	July
Február (Feb.)	February	Augusztus (Aug.)	August
Márczius (Márcz.)	March	Szeptember (Szept.)	September
Április (Apr.)	April	Október (Okt.)	October
Május (Máj.)	May	November (Nov.)	November
Junius (Jun.)	June	Deczember (Decz.)	December

**Days**

Vasárnap	Sunday	Csütörtök	Thursday
Hétfő	Monday	Péntek	Friday
Kedd	Tuesday	Szombat	Saturday
Szerda	Wednesday		

**Seasons**

tavaszi	spring	ősz	autumn
nyár	summer	tél	winter

**Time**

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

**Articles to be disregarded in filing**

az, a	egy
-------	-----

## ITALIAN

A	a	<i>a</i> in far	M	m	<i>m</i>
B	b	<i>b</i>	N	n	<i>n</i>
C	c	Before <i>a</i> , <i>o</i> , or <i>u</i> , as <i>c</i> in can; before <i>e</i> or <i>i</i> , similar to but softer than <i>ch</i> in chant	O	o	<i>o</i> in note; like <i>aw</i> in saw
D	d	<i>d</i>	P	p	<i>p</i>
E	e	<i>a</i> in grate; <i>e</i> in bell	Q	q	<i>q</i> in quart
F	f	<i>f</i>	R	r	<i>r</i> in wary, rolled
G	g	Before <i>a</i> , <i>o</i> , or <i>u</i> , as <i>g</i> in gay; before <i>e</i> or <i>i</i> like <i>j</i> , but softer	S	s	<i>s</i> ; usually <i>z</i> between two vowels
H	h	Silent, but makes a preceding <i>c</i> or <i>g</i> hard	T	t	<i>t</i>
I	i	<i>e</i> in me	U	u	<i>oo</i> in coo
J	j	<i>y</i> ; final, <i>ee</i>	V	v	<i>v</i>
K	k	<i>k</i> , only in foreign words	W	w	} In foreign words only
L	l	<i>l</i>	X	x	
			Y	y	Like the vowel <i>i</i> ; only in foreign words
			Z	z	<i>ts</i> in quarts or as <i>ds</i> in a few words

## Syllabication

A single consonant between two vowels is always carried over; in case of two or more consonants, sound combinations must not be separated.

Combinations of two consonants are divisible if the first is a liquid; if one of the liquids, *l*, *m*, *n*, or *r*, is the first of the consonants, divide on these: *Sar-co*, *com-pi-ti*, *quin-di-ci*, *par-la-re*, *dol-cez-ze*. If the first consonant is not a liquid, the entire combination is carried over: *Ri-spo-sta*, *de-sti-no*, *lu-stri*, *se-sto*, *que-sta*.

Do not separate combinations representing a single sound, as *ch*, *gh*, *gl*, *gn*, *sce*, *sci*, *scia*, *scio*: *Po-chi*, *lun-ghez-za*, *fi-glia*, *bi-so-gno*, *cre-sce-re*, *u-sci-re*, *la-scia-re*.

Double consonants are divided: *Quel-lo*, *af-flit-to*, *fac-cio*, *fug-gi-re*, *oc-chi-o*, *vec-chi-o*, *cac-cia*.

Combinations of three consonants are divided on the first, except where the first is an *s* not belonging to a prefix: *Sem-pre*, *men-tre*, *in-con-tro*, *com-pren-do*, *dis-gra-zia*, but *lu-stri*, *re-gi-stro*, *co-stret-to*, *me-schi-no*.

Diphthongs, triphthongs, and sound combinations with *i* (semivowel) in *ci*, *gi*, *gli*, are not separated. Vowel combinations which are not diphthongs may be separated: *e-go-is-mo*.

Groups of two vowels with accent on the first are not separated: *O-céa-no*, *gé-o-gra-fía*, *Béa-tri-ce*. If the first is *a*, *e*, or *o* and the second carries the accent they are divided: *Ma-é-stro*, *pa-ú-ra*, *te-á-tro*, *cre-ò*, *po-é-ta*, *so-á-ve*. If the first is *i* or *u*, they may or may not be divided: *Vi-sio-ne*, *gra-zio-so*, but *ri-ar-so*, *tri-ón-fo*, *ru-i-na*, *flu-en-te*.

While it is permissible, it is not well to divide so as to carry over a single vowel, as *orari-o*, and word groups with an apostrophe must not divide on the apostrophe, as *all'*, *coll'*, etc., but are divided on the first *l*, so that the second *l* and the apostrophe begin the next line, as *del-l'albero*; *un'ar-te*.

The space after the apostrophe is no longer required.

## Capitalization

Capitalize all proper nouns, names of the Deity, the initial word of a sentence or a line of poetry, but lower case names of the months and proper nouns when used adjectively.

Capitalize adjectives when forming an integral part of a proper noun, as *Alto Adige*.

In book titles capitalize the first word and all proper nouns: *Storia della diplomazia europea in Italia*.

**Accents**

The grave is the only accent used and occurs on the final vowel of a word, indicating that the voice rests on that syllable; it also serves for the distinction of monosyllabic words.

The apostrophe indicates that a vowel has been left out, and may occur either at the beginning or end of a word, e.g., *sopra 'l letto*, on the bed; *l' opera*, the work, etc.

**Cardinal numbers**

uno	one	quattordici	fourteen
due	two	quindici	fifteen
tre	three	sedici	sixteen
quattro	four	diciassette }	seventeen
cinque	five	diciassette }	eighteen
sei	six	diciotto	nineteen
sette	seven	diciannove }	twenty
otto	eight	diciannove }	twenty-one
nove	nine	venti	hundred
dieci	ten	ventuno	thousand
undici	eleven	cento	two thousand
dodici	twelve	mille	
tredici	thirteen	due mille	

**Ordinal numbers**

primo	first	decimoprimo }	eleventh
secondo	second	undicesimo }	twelfth
terzo	third	dodicesimo	thirteenth
quarto	fourth	tredicesimo	fourteenth
quinto	fifth	quattordicesimo }	twentieth
sesto	sixth	decimoquarto }	twenty-first
settimo	seventh	ventesimo	hundredth
ottavo	eighth	ventunesimo }	thousandth
nono	ninth	ventesimo primo }	
decimo }	tenth	centesimo	
decima }		millesimo	

**Months**

gennaio (genn.)	January	luglio	July
febbraio (febb.)	February	agosto	August
marzo	March	settembre (sett.)	September
aprile	April	ottobre (ott.)	October
maggio (magg.)	May	novembre (nov.)	November
giugno	June	dicembre (dic.)	December

**Days**

domenica	Sunday	giovedì	Thursday
lunedì	Monday	venerdì	Friday
martedì	Tuesday	sabato	Saturday
mercoledì	Wednesday		

**Seasons**

primavera	spring	autunno	autumn
estate	summer	inverno	winter

**Time**

ora	hour	mese	month
giorno	day	anno	year
settimana	week		

**Articles to be disregarded in filing**

il, lo	l'
i, gl'	un, uno
la, le	una, un'

## NORWEGIAN

A	a	<i>a</i> in father, short or long	P	p	<i>p</i> in pay
B	b	<i>b</i> <sup>1</sup>	Q	q	<i>kv</i> ; as a rule <i>kv</i> is substituted for <i>q</i>
C	c	<i>k</i> before <i>a, o, u</i> ; <i>s</i> before other vowels <sup>2</sup>	R	r	<i>r</i>
D	d	<i>d</i> , sometimes mute <sup>3</sup>	S	s	<i>s</i> , sharp
E	e	<i>a</i> in care, also <i>e</i> in met	T	t	<i>t</i>
F	f	<i>f</i>	U	u	<i>u</i> in full, also <i>u</i> in true
G	g	<i>g</i> in give; <i>y</i> <sup>4</sup> in yet before soft vowels	V	v	<i>v</i> , also <i>f</i> in some words, often mute after <i>l</i>
H	h	<i>h</i> , mute before <i>j</i> and <i>v</i>	W	w	<i>w</i> or <i>v</i> ; usually <i>v</i> is used instead
I	i	<i>i</i> in flit, also <i>ee</i> in flee	X	x	<i>ks</i> , which is usually substituted for <i>x</i>
J	j	<i>y</i> in yet	Y	y	<i>ü</i> in German über
K	k	<i>k</i> , before <i>i</i> and <i>y</i> like <i>ch</i> in German ich	Z	z	<i>s</i> , which is used instead
L	l	<i>l</i> , mute when initial before <i>j</i>	Æ	æ	<i>a</i> in care <sup>5</sup>
M	m	<i>m</i>	Ø	ø	<i>ö</i> in German Götter or <i>eu</i> in French peu <sup>6</sup>
N	n	<i>n</i>	Å	å	<i>aw</i> in law <sup>7</sup>
O	o	<i>o</i> in rot, also <i>o</i> in globe			

<sup>1</sup> In older spelling *b* was often used for the sound *p*; now *p* is used.

<sup>2</sup> *k* and *s* are now usually substituted for *c*.

<sup>3</sup> Many mute *d*'s found in older spelling are now omitted; *d* was also formerly used in many words to express the sound *t*, where *t* is now used.

<sup>4</sup> In former spelling *g* was used for *k* in many words, where *k* is now used.

<sup>5</sup> The letter *e* is now often used for this sound, where *x* was formerly used.

<sup>6</sup> Usually written *ö* and printed *ø*.

<sup>7</sup> The form *aa* was formerly used, but *å* is now preferred.

Norway has two official languages, "riksmål" and "landsmål".

The "riksmål" was in the past often called "Dano-Norwegian", because, under strong Danish influence, its written form was almost identical with Danish. The development has been in a distinctly nationalistic direction and there are now many differences between Norwegian "riksmål" and Danish, both in grammar, spelling, and vocabulary.

The "landsmål" is based upon the dialects, which have developed from the Old Norse, free from Danish influence. Both languages are taught in the schools and used in the government service.

The Latin alphabet is universally used in Norway, with addition of the letters *æ*, *ø* or *ö* and *å* or *aa*. *Æ* and *ø* are not diphthongs but separate letters, likewise *å*, although it may be written *aa*, is not a double *a* but the 29th letter in the alphabet, and usually found in that place in dictionaries. *C*, *q*, *w*, *x* and *z* are used only in foreign words and proper names. Even in words of foreign origin they are preferably avoided by substituting *k* or *s* for *c*, *kv* for *q*, *v* for *w*, *ks* for *x*, and *s* for *z*.

### Capitalization

Capital letters are used only at the beginning of a sentence, or after a full stop, after colon and quotation marks, in proper names and in the personal pronouns *De*, *Dem* and *Deres*. Proper names used as adjectives and the names of months and the days of the week are not capitalized.

### Syllabication

Where one consonant stands between vowels, divide before the consonant. Of one or more consonants, the last only is carried over. Compound words are divided so that the component parts remain intact, regardless of the consonant rule.

### Punctuation

English rules for punctuation will apply.



**Cardinal numbers**

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
en, ett	ein, ei, eit	one	seksten	sekstan	sixteen
to	tvo	two	syttten	syttan	seventeen
tre	tri	three	atten	attan	eighteen
fire	fire	four	nitten	nittan	nineteen
fem	fem	five	tyve	tjuge	twenty
seks	seks	six	enogtyve	ein og tjuge	twenty-one
syv	sju	seven	tredve	tretti	thirty
otte	åtte	eight	firti	fyrsti	forty
ni	ni	nine	femti	femti	fifty
ti	ti	ten	seksti	seksti	sixty
elleve	elleve	eleven	sytti	sytti	seventy
tolv	tolv	twelve	otti	åtti	eighty
tretten	trettan	thirteen	nitti	nitti	ninety
fjorten	fjortan	fourteen	hundre	hundrad	hundred
femten	femtan	fifteen	tusen	tusund	thousand

**Ordinal numbers**

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
første	fyrste	first	tiende	tiande	tenth
annen,	andre	second	ellevte	ellevte	eleventh
annet			tolvte	tolvte	twelfth
tredje	tridje	third	trettende	trettande	thirteenth
fjerde	fjorde	fourth	tyvende	tjugande	twentieth
femte	femte	fifth	enogty-	ein og	twenty-first
sjette	sjette	sixth	vende	tjugande	
syvende	sjuande	seventh	tredevte	trettiande	thirtieth
ottende	åttande	eighth	firtiende	fyrstiande	fortieth
niende	niande	ninth			

**Months**

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
mai	May	november (nov.)	November
juni	June	desember (des.)	December

**Days**

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
søndag	sundag	Sunday	torsdag	torsdag	Thursday
mandag	mondag	Monday	fredag	fredag	Friday
tirsdag	tysdag	Tuesday	lørdag	laurdag	Saturday
onsdag	onsdag	Wednesday			

**Seasons**

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
vår	vår	spring	høst	haust	autumn
sommer	sumar	summer	vinter	vinter, vetter	winter

**Time**

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
time	time	hour	måned	månad	month
dag	dag	day	år	år	year
uke	vika	week			

**Articles to be disregarded in filing**

en	ein	den	den
et	{ei, e	det	det
	{eit	de	dei

## POLISH

A	a	<i>a</i> in <i>ah</i>
Ą	ą	<i>on</i> <sup>s</sup> (nasal)
B	b	<i>b</i> in <i>bah</i>
C	c	<i>tsz</i>
Ć	ć	<i>ts</i> in <i>hoots</i>
CH	ch	<i>ch</i> (Scotch loch)
CZ	cz	<i>tsch</i>
D	d	<i>d</i> in <i>dough</i>
DZ	dz	<i>ds</i>
DŹ	dź	<i>dzj</i> (voiced)
DŻ	dż	<i>j</i>
E	e	<i>e</i> in <i>ever</i>
Ę	ę	<i>en</i> <sup>s</sup> (nasal)
F	f	<i>f</i> in <i>favor</i>
G	g	<i>g</i> in <i>good</i>
H	h	<i>h</i> in <i>half</i>
I	i	<i>e</i> ; before vowel, <i>y</i>
J	j	<i>y</i> in <i>yell</i>
K	k	<i>c</i> in <i>cost</i>
L	l	<i>l</i> (trilled)
Ł	ł	<i>w</i> in <i>wood</i>

M	m	<i>m</i> in <i>him</i>
N	n	<i>n</i> in <i>new</i>
Ń	ń	<i>ny</i> sound in <i>gnarl</i>
O	o	<i>o</i> in <i>boy</i>
Ó	ó	<i>oo</i> in <i>goose</i>
P	p	<i>p</i> in <i>poor</i>
R	r	<i>r</i> in <i>rare</i>
RZ	rz	<i>zh, r</i> mute
S	s	<i>s</i> in <i>salt</i>
Ś	ś	<i>sh</i> in <i>shut</i>
ŚĆ	ść	<i>shch</i>
SZ	sz	<i>sh</i> in <i>shall</i>
SZCZ	szcz	<i>schtsch</i>
T	t	<i>t</i>
U	u	<i>u</i>
W	w	<i>v</i> in <i>vaudeville</i> ; <i>f</i> , final
Y	y	<i>y</i> in <i>pity</i>
Z	z	<i>z</i> in <i>zebra</i>
Ż	ż	<i>s</i> <sup>j</sup>
Ź	ź	<i>j</i> , French

Punctuation is practically the same as in English.

The Polish has six words consisting of but one letter each: *w*, in; *z*, with; *i*, and, also; *a*, and; *o*, about; *u*, by.

## Accent

Stress is invariably on the next to the last syllable.

## Syllabication

1. Divide on a vowel followed by a single consonant (*ch*, *cz*, *dz*, *dź*, *dż*, *rz*, *sz*, and *szcz* being treated as single consonants, cannot be divided), as *chł-o-pak*, *cho-dak*. Vowels are *a*, *ą*, *e*, *ę*, *i*, *o*, *ó*, *u*, and *y* (*ą*, *ę*, and *ó* not properly accentual).

2. Divide on the first of two or more consonants (*szcz*, *zd*, and *zg* are not separable), as *an-te-nat*, *jutr-z-nia*.

3. The following vowel and consonant combinations are inseparable: *bi*, *fi*, *gi*, *gie*, *ki*, *kie*, *mi*, *ni*, *pi*, and *wi*.

## Abbreviations

The following frequently used abbreviations will be helpful:

i.t.d.	i tak dalej, et cetera	r.	rok, year
n.p.	na przykład, for instance	św.	święty, Saint
p. pan	pani, Mr., Mrs.	w.	wiek, century
por.	porównaj, compare with	ś.p.	świętej pamięci, deceased

## Cardinal numbers

jeden, -na, -no	one	jedenaste	eleven
dwa, dwie, dwa	two	dwanaście	twelve
trzy	three	trzynaście	thirteen
cztery	four	czternaście	fourteen
pięć	five	piętnaście	fifteen
sześć	six	szesnaście	sixteen
siedm (siedem)	seven	siedmnaście (siedemna-	seventeen
ośm (osiem)	eight	ście)	
dziewięć	nine	ośmnaście (osiemnaście)	eighteen
dziesięć	ten	dziewiętnaście	nineteen

**Cardinal numbers—Continued**

dwadzieścia	twenty	trzysta	three hundred
dwadzieścia-jeden	twenty-one	czterysta	four hundred
trzydzieści	thirty	pięćset	five hundred
czterdzieści	forty	sześćset	six hundred
pięćdziesiąt	fifty	siedmset (siedemset)	seven hundred
sześćdziesiąt	sixty	ośmset (osiemset)	eight hundred
siedmdziesiąt (siedmdziesiąt)	seventy	dziewięćset	nine hundred
ośmdziesiąt (osiemdziesiąt)	eighty	tysiąc	thousand
dziewięćdziesiąt	ninety	dwa tysiące	two thousand
sto	hundred	trzy tysiące	three thousand
dwieście	two hundred	pięć tysięcy	five thousand
		sto tysięcy	hundred thousand
		miljon	million

**Ordinal numbers**

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -a, -e	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąt	fiftieth
czwarty	fourth	sześćdziesiąt	sixtieth
piąty	fifth	siedmdziesiąt	seventieth
szósty	sixth	(siedemdziesiąt)	
siódmy	seventh	ośmdziesiąt	eightieth
ósmym	eighth	(osiemdziesiąt)	
dziwiąt	ninth	dziewięćdziesiąt	ninetieth
dziesiąt	tenth	setny	hundredth
jedenasty	eleventh	sto pierwszy	hundred and first
dwunasty	twelfth	dwusetny	two hundredth
trzynasty	thirteenth	trzysetny	three hundredth
czternasty	fourteenth	czterechsetny	four hundredth
piętnasty	fifteenth	pięćsetny	five hundredth
szesnasty	sixteenth	sześćsetny	six hundredth
siedmnasty (siedemnasty)	seventeenth	siedmsetny	seven hundredth
ośmnasty (osiemnasty)	eighteenth	ośmsetny	eight hundredth
dziwiętnasty	nineteenth	dziewięćsetny	nine hundredth
dwudziesty	twentieth	tysiączny	one thousandth
dwudziesty-pierwszy	twenty-first	dwutysięczny	two thousandth
		miljonowy	millionth

**Months**

Styczeń (Styc.)	January	Lipiec (Lip.)	July
Luty	February	Sierpień (Sierp.)	August
Marzec (Mar.)	March	Wrzesień (Wrzes.)	September
Kwiecień (Kwiec.)	April	Październik (Paźd.)	October
Maj	May	Listopad (Listop.)	November
Czerwiec (Czerw.)	June	Grudzień (Grud.)	December

**Days**

Niedziela	Sunday	Czwartek	Thursday
Poniedziałek	Monday	Piątek	Friday
Wtorek	Tuesday	Sobota	Saturday
Środa	Wednesday		

**Seasons**

wiosna	spring	jesień	autumn
lato	summer	zima	winter

**Time**

godzina	hour	miesiąc	month
dzień	day	rok	year
tydzień	week	wiek	century

## PORTUGUESE

A	a	<i>a</i> in <i>mar</i>	N	n	<i>n</i> ; final, nasal
Æ	æ	<i>a</i> , nasal	NH	nh	<i>ni</i> in <i>minion</i>
ÃO	ão	<i>a</i> , nasal	O	o	<i>o</i> in <i>more</i>
B	b	<i>b</i>	OE	œ	French <i>on</i>
C	c	<i>c</i> in <i>car</i> or <i>s</i> in <i>mason</i>	P	p	<i>p</i>
Ç	ç	<i>s</i>	Q	q	<i>k</i> ; <i>qu</i> = <i>kw</i>
D	d	<i>d</i>	R	r	<i>r</i> in <i>wary</i> or <i>trilled</i> as Spanish <i>rr</i>
E	e	<i>a</i> in <i>fate</i>	S	s	<i>s</i> , <i>z</i> between vowels
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> in <i>gay</i> , <i>j</i> before <i>e</i> and <i>i</i>	U	u	<i>oo</i>
H	h	<i>h</i> , mute	V	v	<i>v</i>
I	i	<i>e</i> in <i>he</i>	W	w	<i>w</i> in <i>wind</i> ; used only in foreign words
J	j	<i>j</i>	X	x	<i>sh</i> , <i>x</i>
K	k	<i>k</i>	Y	y	<i>e</i> in <i>me</i>
L	l	<i>l</i>	Z	z	<i>z</i> , <i>zh</i> ; final, <i>s</i>
LH	lh	Liquid; nearly <i>ly</i>			
M	m	<i>m</i> ; final, nasal			

## Remarks

Nouns and adjectives ending with an *m* in the singular change their ending to *ns* in the plural, as *homem* (*homens*), *bem* (*bens*).

Pronouns appended to verbs are preceded by a hyphen as *praz-me*, *louvando-nos*, *dar-lhe-hei*.

Do not put a space after the apostrophe, as in *d'aquelle*, *n'estas*.

The sign \$ is used as follows in Brazil: 234:583\$120, meaning 234 *contos*, 583 *milreis*, and 120 *reis*.

Punctuation marks are used in the same manner as in English.

## Capitalization

Capital letters are used for proper names, titles of books, plays, etc., and the first word of a sentence.

Adjectives derived from proper nouns are lower-cased.

## Syllabication

Divide on a vowel, as *e-di-fi-cio*.

Divide on the first of two consonants, except *lh* (*fi-lho*), *nh* (*se-nho-ra*), *bl*, *br*, *ch*, *cl*, *cr*, *ct*, *dr*, *fl*, *fr*, *gl*, *gn*, *gr*, *ph*, *pl*, *pr*, *pt*, *st*, *th*, *tr*. But if a consonant precedes *st*, the *s* remains with the first consonant, as in *de-mons-tra-ção*, *cons-ti-tui-ção*.

Certain prepositions (*inter*, *post*, etc.) before vowels should remain intact: *inter-cambio*, *post-operatorio*, but *in-te-resse*.

The combination of two vowels should not be divided, such as *ao*, *au*, *eu*, *ia*, *io*, *iu*, *ou*, *ui*, *uo*, *uu*, etc.

The nasal diphthongs are distinguished by the tilde (~) placed over the first vowel, and must not be divided, as *ãe*, *ãi*, *ão*, *õe*.

Do not divide the triphthongs *eia*, *éia*, *eão*, *ião*, *oei*.

## Abbreviations

cm	centimetro, centimeter	Illmo.	Illustrissimo, Illustrious
D.	dona, lady	kilo., kg.	kilogrammo, kilogram
Dr.	doutor, doctor	km.	kilometro, kilometer
Dra.	doutora, doctress	l.	litro, liter
EE.UU.da A.	Estados Unidos da America	m	metro, meter
E.U.A.	rica; United States of America	p.	pagina, page
Exmo.	Excellentissimo, Excellency,	pp.	paginas, pages
hect.	hectare, hectare	S.Excia.	Sua Excellencia, His Excellency



## Abbreviations—Continued

S.	São (contraction of santa), saint	Sta.	santa, saint
Snr., Sr.	senhor, Mr.; also Lord	V.E., V.Excia	Vossa Excellencia, Your Excellency
Sra., Sra.	senhora, Mrs.	Vmcê., V.M.	Vossa Mercê, Your Grace
Srta., Srta.	senhorita, Miss		

## Cardinal numbers

um, -a	one	dez	ten
dois, dous, duas	two	onze	eleven
tres	three	doze	twelve
quatro	four	treze	thirteen
cinco	five	vinte	twenty
seis	six	vinte e um	twenty-one
sete	seven	cem	hundred
oito	eight	mil	thousand
nove	nine		

Round millions used adjectively are followed by *de*: *Um milhão de contos*, or *1,000,000 de contos*.

## Ordinal numbers

primeiro	first	decimo	tenth
segundo	second	undecimo }	eleventh
terceiro	third	onzeno }	
quarto	fourth	duodecimo, decimo	twelfth
quinto	fifth	segundo	
sexto	sixth	decimo terceiro	thirteenth
setimo	seventh	vigesimo	twentieth
oitavo	eighth	centesimo	hundredth
nono	ninth	millesimo	thousandth

## Months

janeiro (jan.)	January	julho (jul.)	July
fevereiro (fev.)	February	agosto (agto.)	August
março (mço.)	March	setembro (set.)	September
abril (abr.)	April	outubro (obro.)	October
maio	May	novembro (nov.)	November
junho (jun.)	June	dezembro (dez.)	December

## Days

domingo	Sunday	quinta-feira	Thursday
segunda-feira	Monday	sexta-feira	Friday
terça-feira	Tuesday	sabbado	Saturday
quarta-feira	Wednesday		

## Seasons

primavera	spring	outunno	autumn
verão	summer	inverno	winter

## Time

hora	hour	mez	month
día	day	anno	year
semana	week		

## Articles to be disregarded in filing

o	a	os	as	um	uma
---	---	----	----	----	-----

## REFORMED PORTUGUESE ORTHOGRAPHY

On September 1, 1911, the commission appointed on February 15 of the same year for the purpose of revising the national language, made its report to the Minister of the Interior. The commission recommended the adoption, with very slight changes, of "Ortografias Portuguesas," a volume containing 183 pages, which had been published by the Academy of Sciences of Lisbon in 1902, and further that it be adopted for all governmental publications and institutions of learning.

On June 15, 1931, the Provisional Government of the Republic of Brazil, the largest and most important Portuguese-speaking country in the world, issued a decree making extensive and somewhat radical changes in the orthography of the language "for the purpose of securing uniformity in the national language." The new orthography had been adopted previously by the Brazilian Academy of Letters, and the decree directs that it be used in all public departments, educational institutions, the Official Journal, and in all other official publications. A decree dated August 3, 1933, provided that after January 1, 1935, only those textbooks conforming to the decree of June 5, 1931, will be used in the public schools. However, its official use has since been abandoned.

The following is a free translation of the essential portions of the decree:

## MUTE CONSONANTS

Do not use any consonant that is not sounded:

autor <i>not</i> auctor	aluno <i>not</i> alumno
sinal <i>not</i> signal	salmo <i>not</i> psalmo
adesão <i>not</i> adhesão	

but do not change the words—

abdicar	recepção	egípcio	espectador
acne	caracteres	egípcio	expectativa
gnomo	optar	egiptólogo	mnemônica

or any other words in which the letters *bd, cn, gn, pç, ct, pt, pc*, or *mn* are sounded separately and distinctly.

*Double letters.*—Do not double consonants:

sabado <i>not</i> sabbado	belo <i>not</i> bello
acusar <i>not</i> accusar	chama <i>not</i> chamma
adido <i>not</i> addido	pano <i>not</i> panno
efeito <i>not</i> effeito	aparecer <i>not</i> apparecer
sugerir <i>not</i> suggerir	atitude <i>not</i> attitude

*Exceptions.*—(a) The letters *r* and *s* are doubled for emphasis:

barro	parra	passo	russo, etc.
carro	cassa		

(b) The *c* is doubled or used with the *ç* when each is sounded separately:

secção	seccionar	infeccionar	sucção, etc.
seccional	infecção	infeccioso	

(c) The letters *r* and *s* are doubled in words having a prefix ending in a vowel:

prorrogar	prorromper	arrasar	assegurar
prerrogativa	pressentir	(from raso)	(from seguro)

## THE LETTER H

Retain the initial, median, and final *h*, (a) when it conforms to the etymology of the word:

hoje	homem	hora	honorário, etc.
------	-------	------	-----------------

(b) In words having a prefix and a complete Portuguese word:

deshabitar	deshumano	inhumano	rehaver, etc.
deshonra			

(c) When used in combination as *ch, lh*, or *nh* to form arbitrary sounds:

chave	malha	lenho	manha, etc.
chapéu	velho		

(d) In interjections: *oh! ah!*

Drop the *h*, (*a*) when it occurs in the middle of a word, except as above noted:

sair <i>not</i> sahir	cair <i>not</i> cahir
compreender <i>not</i> comprehender	exumar <i>not</i> exhumar
coorte <i>not</i> cohorte	proibir <i>not</i> prohibir

(b) In future and conditional pronominal forms of verbs:

dever-se-á <i>not</i> dever-se-há	dir-se-ia <i>not</i> dir-se-hia, etc.
escrever-se-á <i>not</i> escrever-se-há	

Where it occurs at the end of a word:

Jeova <i>not</i> Jehovah	raja <i>not</i> rajah
--------------------------	-----------------------

#### CHANGES FROM INITIAL SC

The initial *s* has been dropped in words like—

ciencia	cetro	cisão	cintilar
cena	cetico	centelha	ciático

also when used with a prefix:

precientífico	preciência, etc.
---------------	------------------

#### USE OF THE APOSTROPHE

Drop the apostrophe, (*a*) in the contraction of the preposition *de* with the personal pronoun of the third person:

dêle	dela	dêles	delas
------	------	-------	-------

with the demonstrative pronouns:

disto	disso	daquilo
-------	-------	---------

with the article:

do	dos	dum	dumas
da	das	duns	

with the demonstrative adjectives:

dêsse	dessa	dêsses	dessas
dêste	desta	dêstes	destas
daquele	daquela	daqueles	daquelas

with the adverbs:

aí <i>as in</i> daí	onde <i>as in</i> donde
aqui <i>as in</i> daqui	aquem <i>as in</i> daquem
ali <i>as in</i> dali	além <i>as in</i> dalêm
antes <i>as in</i> dantes	

with the preposition:

entre <i>as in</i> dentre
---------------------------

(b) Drop it in the combinations *em*, with the pronoun in the third person: *nele*, etc., and with the demonstrative pronoun: *nestle*, etc.

(c) In forms composed of the demonstrative adjectives:

essoutro	destoutro	aqueoutro	outrora
nestoutro			

#### THE LETTERS K, W, AND Y

These letters are not used in the Portuguese nor in translated words, but are replaced: (*a*) the *k* by *qu* before *e* and *i*:

querosene	quilo	quilômetro	faquir
quiosque			

and by *c* in every other case:

calendar	caleidoscopio	cleptomania	cleptofobia
cágado			

NOTE.—Retain the *k* in abbreviations of *quilo*, *quilogramo*, *quilolitro*, and *quilômetro*, as *k*, *kg*, *kl*, *km*. Although it does not belong to the Portuguese alphabet, the *k* is used in foreign proper names and foreign words which have been adopted into the language. Limit its use to—

kantismo	kantista	kaiser	kaiserista
kappa (Greek)	Kepler	kepleria	kepleriana
kermesse	Kiel	Kiew	kummel
kiries			

(b) The *w* is replaced by *u* or *v*, according to its pronunciation:

vigandias	vagão	valsa	Osvaldo
-----------	-------	-------	---------

NOTE.—Retain the *w* as a symbol for *oeste* (west).

(c) The *y* is replaced by *i*:

juri	mártir	tupí	Andaraí
------	--------	------	---------

#### THE COMBINATIONS CH (HARD), PH, RH, AND TH

(a) Substitute *qu* for *ch* (hard) before *e* and *i*:

traquéa <i>not</i> trachéa	querubim <i>not</i> cherubim
quimera <i>not</i> chimera	química <i>not</i> chimica

Elsewhere it is replaced by *c*:

caldeu <i>not</i> chaldeu	cromo <i>not</i> chromo
caos <i>not</i> chaos	Cristo <i>not</i> Christo
corografia <i>not</i> chorographia	cloro <i>not</i> chloro
catecumeno <i>not</i> catechumeno	

(b) The digraphs *ph*, *rh*, and *th* are replaced by *f*, *r*, and *t*, respectively:

filosofia <i>not</i> philosophia	reumatismo <i>not</i> rheumatismo
fosforo <i>not</i> phosphoro	tesouro <i>not</i> thesouro
retorica <i>not</i> rhetorica	ortografia <i>not</i> orthographia

#### THE COMBINATION MP

Substitute *n* for *m* in the words which etymologically carry the *p*:

pronto <i>not</i> prompto	isento <i>not</i> isempto
assunto <i>not</i> assumpto	

#### USE OF THE LETTER S

Use the final *s* and not *z*, (a) in the pronouns *nós* and *vós*;

(b) In the second person singular of the future indicative:

amarás	ofenderás	irás	porás
--------	-----------	------	-------

(c) In the second person singular of the present indicative of the monosyllabic verbs and their compounds:

dás	vês	revês	ris
desdás	crês	descreês	sorris

(d) In the plural of words ending in a long vowel:

pás	frenesís	teirós	perús
cafés			

(e) In foreign adjectives and other words formed with the suffix *ês* (Latin, *ense*):

aragonês	inglês	turquês	cortês
barcelonês	iroquês	veronês	pedrês
berlinês	javanês	marquês	baionês
borgonhês	português	burguês	garcês
finês	siamês	camponês	tamarês
francês	sudanês	montanhês	tavanês, etc.
holandês	turquianês	montês	

(f) In Latin words in common use which maintain their original form:

bis	plus	virus	pus (substantive)
jus			



(g) In the monosyllables and the following stressed words:

aliás	carajás	freguês	piós
ananás	catrapús	gilvás	princês
após	convês	grós	rês
arnês	cós	linaloês	res
arrás	cris	luís (money)	resvês
arriós	daruês	macis	tornês
ás	dês (since, from)	mês	trás
atrás	detrás	obús	tris
através	enapupês	pardês	viês
calcês	enxós	paspalhós	zás-trás, etc.
camoês	filhós	pavês	

#### USE OF THE MEDIAN S

(a) In the feminine forms (substantive) which take the ending *esa* or *isa*:

baronesa	consulesa	sacerdotisa	diaconisa
duquesa	prioresa	poetisa	profetisa
princesa			

(b) In adjectives formed from the substantives with the augmentative suffix *oso*:

animoso	formoso	populoso	teimoso
doloroso			

(c) In the different tenses of the verbs *querer* and *pôr*, with their components:

quis	quisemos	puseram	compôs
quisestes	pus	pusemos	dispuvestes
quiseram	pusestes	compús	

(d) In the words ending in *esa* or *eso*, which are not truly Portuguese, in harmony with the language of their origin, also their derivatives in conformity with them:

empresa	surpresa	represa	defeso
despesa	framboesa	poesa	obeso
defesa	presa	aceso	teso
mesa	devesa	ileso	

(e) In the verbs of Latin origin ending in *sar*:

acusar (acusare)	recusar (recusare)	refusar (refusare)
------------------	--------------------	--------------------

(f) In the substantives, adjectives, and the participles terminating in (or consisting of) *aso* *asa*, *iso*, *isa*, *oso*, *osa*, *uso*, *usa*:

caso	paraíso	divisa	uso
aso	siso	esposo	abuso
vaso	guiso	glosa	luso
asa	liso	rosa	fuso
casa	friso	raposa	escuso
brasa	narciso	grosa	infuso
viso	brisa	entrosa	concluso
conciso	frisa	tosa	contuso
aviso	camisa	prosa	musa
graniso			

(g) In the prefix *trans*, as well as the forms *tras* and *tres*, and also their derivatives:

transação	transandino	transoceanico	traseiro
transiguir	transição	trasante-hontem	trasordinario
tresandar			

(h) In the nouns ending in *ase*, *ese*, *ise*, and *ose*:

crase	fase	gênese	apófise
frase	perípase	diurése	bacilóse
acroase	diátese	síntese	diagnóse
apófase	tése		

- (2) In composite words derived from the Greek with
- isos*
- :

khrysos	stasis	crisóstomo	quersoneso
lysis	thesis	crisântemo	fisiologia
mesos	isocolo	analise	ptoseconomia
nesos	isodico	mesartérite	êxtase
physis	isodinamico	mesaulio	sintese
ptosis	crisóptero		

- (7) In verbs terminating in
- isar*
- whose roots terminate in
- s*
- formed with the suffix
- ar*
- :

avisar (avis ar)	precisar (precis ar)	analisar (analís ar)	irisar (iris ar)
---------------------	-------------------------	-------------------------	---------------------

## USE OF THE Z

Use final *z* in stressed words ending in *az*, *ez*, *iz*, *oz*, or *uz*:

assaz	perdiz	veloz	arcabuz
xadrez			

NOTE.—See exceptions given in the rules governing the use of the letter *s*.

## USE OF THE MEDIAN Z

- (a) Use
- z*
- in words of Latin origin in which the
- z*
- displaces the
- c*
- ,
- ci*
- , or
- ti*
- :

azêdo (acetum)	vizinho (vicinus)	prezar (pretiare)
fiuza (fiducia)	razão (rationem)	mezinha (medicina)
juízo (judicium)	prazo (placitum)	

- (b) In verbs ending in
- zer*
- or
- zir*
- and their components:

aprezer	jazer	conduzir	luzir
dizer	cozer	induzir	produzir
fazer	(to cook)		

NOTE.—Spell *coser* (with *s*) when it means to sew, and also in the variations *descoser*, *recoser*, etc.

- (c) In the terminations (
- z*
- )
- inho*
- and (
- z*
- )
- ito*
- of the diminutives:

florzinha	paizinho	avezita	pobrezito
maezinha			

- (d) In words of Arabic, oriental, and Italian origin and their derivatives which have been adopted into the language:

azáfama	azar	gazúa	bizantino
azeite	azeviche	vizir	bizarro
azul	bazar	bezante	gazeta
azouge	ogeriza		

- (e) In verbs ending in
- izar*
- (Latin
- izare*
- ):

autorizar	batizar	civilizar	colonizar
-----------	---------	-----------	-----------

- (f) In substantives formed from the adjectives with the suffix
- eza*
- (Latin
- itia*
- ):

beleza	firmeza	moleza	pobreza
fereza	madureza		

- (g) In words derived from those ending in
- z*
- :

apaziguar	cruzado	dezena	felizardo
avezar			

## PROPER NOUNS

Portuguese or translated proper nouns, whether personal or locative, are written with the final *z* when terminating in a long syllable:

Quieroz	Luiz	Tomaz	Andaluz
Garcez	Queluz		

When the last syllable is short use the final *s*:

Alvares	Dias	Fernandes	Nunes
Peres	Pires		

NOTE.—The name *Jesus* and *Paris* retain the *s*.

Retain the corresponding vernacular forms of spelling already in use in the case of foreign proper names:

Antuerpia	Berna	Bordéus	Cherburgo
Colônia	Escandinavia	Escalda	Florença
Londres	Marselha	Viena	Algeria

NOTE.—Wherever such exist, vernacular names for those in foreign languages are to be preferred. Retain, however, the original forms of those that are not adapted to the Portuguese language:

Anatole France	Byron	Conte Rosso	Carlyle
Carducci	Musset	Shakespeare	Southampton

#### DUAL FORMS OF SPELLING

Where two forms have been in use, adopt the following (also in their derivatives and compounds):

- (a) Brasil *not* Brazil
- (b) idade *not* edade      igreja *not* egreja      igual *not* egual
- (c) assucar *not* açúcar      alvissaras *not* alviçaras      sossegar *not* socegar  
 pessego *not* pecego      dossel *not* docel      jovem *not* joven  
 rossio *not* rocio      criar (to raise)      crear (to create)  
 almaço *not* almasso      maciço *not* massiço      solene *not* solemne
- (d) ansia *not* ancia      ascensão *not* ascenção      cansar *not* cançar  
 dansar *not* dançar      farsa *not* farça      pretensão *not* pretenção

#### ENDINGS IN Ã, ÃO, AM

Use *ã* and not *an* in words where the last syllable is stressed:

amanhã	maçã	talismã, etc.
--------	------	---------------

in the feminine of words ending in *ão* in the masculine—

aldeã	cristã	irmã, etc.
-------	--------	------------

and the monosyllables—

lã	vã	sã, etc.
----	----	----------

Use *ão*, and not *am*, in the case of monosyllables:

cão	chão	vão
-----	------	-----

in the stressed words—

coração	verão	alcorão
---------	-------	---------

in the future form of the verbs—

amarão	deverão	farão
--------	---------	-------

and in other words which are now written either *ão* or *am*—

acórdão	bénção	órgão	órfão
sótão			

NOTE.—The tonic syllable of words ending in *ão* must carry an acute accent as shown in the case of the five examples given above.

Use *am* in the unstressed terminations of the verbs:

amam	amavam	amaram	disseram
fizeram	expuseram		

#### DIPHTHONGS

The diphthongs *ae* and *ao* will be written with *i* and *u*:

pai	cai	sai	amais, etc.
grau	mau	pau	

The diphthong *eo* is replaced by *éu* or *eu*:

céu	véu	teu, etc.
chapéu	meu	

The diphthong *iu* replaces *io*:

feriu	partiu	viu
-------	--------	-----

The diphthong *oi* replaces *oe*:

ançois	doi	heroi, etc.
--------	-----	-------------

NOTE.—When these vowels do not form a diphthong, no change is made:

aérides	aéreo	cãos	caótico
teologia	rio	tio	oeste
oeta	teleologia		

Write *ao* and not *au* when it is a combination of the preposition *a* with the article *o*.

Retain the diphthongs *ãe*, *õe*, and *ue*:

mãe	anões	dispões	pões
tabeliães	azues		

#### USE OF THE LETTER G

Retain the median *g* in the following, also in their components and derivatives:

imagem	eleger	legitimo	fugir
pagem			

#### THE PRONOUN LO

Retain the forms *lo*, *la*, *los*, *las*: (a) with the infinitives of the verbs:

amá-lo	ofendê-la	possuí-los	repô-las
--------	-----------	------------	----------

(b) With the verbal forms ending in *s*:

ama-lo, etc.

and also when they end in *z*—

di-lo	fá-los
-------	--------

(c) With the pronouns *nós*, *vós*, and the form *eis*:

vo-lo	no-la	ei-lo
-------	-------	-------

NOTE.—These pronouns are connected by a hyphen and the tonic vowel of the verb is accented.

#### THE LETTER X

In words taking *x*, *s*, *z*, *cs*, *ss*, *ch*, their prosodic values (*s*, *z*, *cs*, *ss*, and *ch*) are retained:

excelente	exato	fixe	proximo
luxo			

#### SYLLABICATION

Divide words phonetically according to the spelling, and do not separate them into the elements of derivation, composition, or formation:

subs-cre-ver	sec-ção	de-sar-mar	in-ha-bil
bi-sa-vô	e-xer-ci-to	ex-ce-der	cons-ti-tui-ção

In order to do this readily, observe the following rules:

(a) Separate double letters:

ar-ras-trar	pas-sa-gem	suc-ção
-------------	------------	---------

(b) The *s* of the prefixes *des*, *dis* remains with the first syllable when followed by a consonant:

des-di-zer	dis-con-ti-nu-ar
------------	------------------

If followed by a vowel, it is carried over to the next syllable:

de-sen-ga-nar	de-sen-vol-ver	de-si-lu-são
---------------	----------------	--------------

(c) Where two consonants are pronounced separately, the first is retained with the preceding syllable:

con-tac-to	re-cep-ção	es-pec-ta-ti-va
------------	------------	-----------------



(d) Do not separate diphthongs:

neu-tro	nai-pe	rei-na-do	au-to
i-gual (i-guais)			

(e) Separate vowels of equal force:

co-or-te	co-or-dê-na-da
----------	----------------

as well as consecutive vowels that do not form a diphthong—

vo-ar	po-ei-ra	pro-e-mio	me-ú-do
ci-ú-me			

#### THE HYPHEN

Separate compound words whose different elements retain their phonetic independence with a hyphen:

para-raios	guarda-pó	contra-almirante
------------	-----------	------------------

NOTE.—Do not use a hyphen between the elements in the made-up words:

claraboia	parapeito	malmequer	malferido
-----------	-----------	-----------	-----------

#### ACCENTUATION IN REFORMED PORTUGUESE

Use the acute accent on bisyllabic or polysyllabic words where the stress is on the last syllable, and which terminate in *i* or *u*, whether or not followed by *s*:

aquí	tupí(s)	colibrí(s)
perú(s)	urubú(s)	

#### RULES GOVERNING THE USE OF WRITTEN ACCENTS

1. Differentiate between stressed and unstressed words and distinguish the predominant syllable where there are more than one.

2. Distinguish words that are spelled the same, but differ in either pronunciation or meaning and grammatical function.

There are monosyllabic, bisyllabic, and polysyllabic words:

pá	pára	parada
----	------	--------

There are monosyllabic and bisyllabic stressed words:

dá	pára
----	------

as well as unstressed words:

da	para
----	------

In bisyllabic words the first syllable usually receives the stress: *mares*, but if the second, that carries the accent mark: *marés*.

In polysyllabic words when the stress is on the last syllable the accent mark is used: *falará*; when on the penultimate, the mark is omitted: *falara*, but when on the antepenultimate, it is used: *faláramos*.

Words in which the last syllable is predominant are called "acutes" or "ultimates." If the next to the last syllable is predominant, they are called "grave", "perfect", or "penultimate." If the predominant syllable is that next to the penultimate, it is called "antepenultimate" or "prepenultimate."

No Portuguese word carries the stress on a syllable preceding the antepenultimate syllable, except in cases of pronouns connected by hyphens, where the stress will remain as in the original verbal form, regardless of how many syllables there are: *dávamos-to*, *dávamo-vo-lo*.

Where a written accent is necessary, use an acute on the stressed vowel in *i* and *u* and in the case of *a*, *e*, *o*, when open:

fará	maré	portaló
difícil	útil	

Use the circumflex on *a*, *e*, and *o*, closed:

câmara	mercê	avô
ânsia	indulgência	brônzeo

but—

fímbria	núncio
---------	--------

The tilde serves to indicate the stress in words not otherwise indicated:

varão  
órgão

maçã  
órfã

capitães

The grave accent serves to designate, wherever convenient or necessary to the correct pronunciation of a word, the value of the vowels *a*, *e*, and *o*, regardless of whether or not they are stressed, but especially where they are not:

à  
sòzinho

pêgada  
fácilmente

môlhada

The dieresis over unstressed *i* or *u* indicates that it does not form a diphthong with the preceding vowel:

saimento

saüdar

But if the vowel should be stressed, use the acute—

saída

saúde

Use the dieresis also on the *u*, if followed by *e* or *i*, in combinations of *gu* and *qu* where the *u* is to be sounded—

freqüência

agüentar

argüir

#### WORDS THAT DO NOT TAKE THE WRITTEN ACCENT

(a) Unstressed monosyllabic and bisyllabic words:

o(s)	a(s)	lo(s)	la(s)	no(s)	na(s)
do(s)	da(s)	ao(s)	pelo(s)	pela(s)	polo(s)
pola(s)	me	mo(s)	ma(s)	te	to(s)
ta(s)	lhe(s)	nos	no-lo(s)	no-la(s)	vo-lo(s)
vo-la(s)	lho(s)	lha(s)	se	de	por
sem	sob	com	mas	que	porque

(b) Monosyllabic stressed words ending in *em* or *ens*:

bem	bens	tem	tens	cem
-----	------	-----	------	-----

(c) Verbal forms ending in *am* or *em* where the penultimate is the prominent syllable:

louvam	louvem	contem (of the verb contar)
--------	--------	-----------------------------

Also in bisyllabic and polysyllabic substantives ending in *em* or *ens* where the penultimate is the stressed syllable:

ordem	ordens	viagem	viagens	ferrugem	ferrugens
-------	--------	--------	---------	----------	-----------

(d) Stressed monosyllabic words with a final *i* or *u*, whether or not followed by *s*:

vi(s)	cru(s)
-------	--------

(e) Stressed monosyllabic and bisyllabic words, and polysyllabic words terminating in a nasal vowel, diphthongs, whether or not followed by *s*:

lã(s)	maçã(s)	sai(s)	arraís	mau(s)	sarau(s)
som	sons	atum	atuns		

Also those followed by any other consonant where the stress is on the last syllable:

mar	der	ser	dor	mal	canal
painel	funil	farol	azul	cruz	Artur
mão(s)	verão	varões			

(f) Bisyllabic and polysyllabic words terminating in *a(s)*, *e(s)*, or *o(s)*, where the penultimate syllable is stressed:

casa(s)	camada(s)	camarada(s)	trave(s)	parede(s)
vicissitude(s)	desaire(s)	modo(s)	devoto(s)	lume(s)

This applies to a majority of Portuguese words, including most of the verbal forms:

louvo	louva(s)	louve(s)	louvava(s)
louvara(s)	louvaria(s)	louvare(s)	

(g) Bisyllabic and polysyllabic words, having the stress on the penultimate syllable, which end in *i* or *u*, whether or not followed by *s*:

juri(s)	quasi	tribu(s)	iris
Amarilis	oasis	Venus	onus

#### WORDS THAT TAKE THE WRITTEN ACCENT

(a) Those ending in *a(s)*, *e(s)*, or *o(s)* with stress on the last syllable:

pá(s)	sé(s)	vê(s)	mês	pó(s)
pôs	fará(s)	maré(s)	avó(s)	avô(s)
mercê(s)	alvará(s)	jacaré(s)	português	portaló(s)

(b) Bisyllabic and polysyllabic words with stress on the last syllable and ending in *i(s)* or *u(s)*:

alí	aquí	escreví	tupí(s)	colibrí(s)	anís	funís (pl. of funil)
perú(s)		urubú(s)				

(c) Bisyllabic and polysyllabic words ending in *em* or *ens* with stress on the last syllable:

vintém	vinténs	armazém	armazéns
cecém	cecéns	contém	conténs (fr. verb conter)
porém	Jerusalém	Belém	

(d) Bisyllabic and polysyllabic words ending in a nasal vowel, diphthong, whether or not followed by *s*, or by any other consonant, with stress on the penultimate syllable:

órfã(s)	órfão(s)	louváveis	louváveis
fácil	faceis	têxtil	têsteis
cônsul	sável	sáveis	cadáver
éter	mártir	sóror	alcáçar
Sófar	açúcar	gêrmen	líquen
Félix	córtex	sílex	

(e) The diphthongs *éi*, *éu*, *ói*, with open *e* or *o* are always stressed:

reís	batéis <sup>1</sup>	véu(s)	chapéu(s)	soís <sup>2</sup>
róis	herói(s)	jóia	gibóia	

(f) The *a* of the suffix *âmos* of the first person, plural of the preterit, to distinguish it from the first person, present:

louvâmos (cf., louvamos=louvâmos).

(g) Monosyllabic and bisyllabic words stressed to distinguish them from other unstressed homographs:

quê	porquê	pôr <sup>3</sup>	pára <sup>4</sup>	péla
pélo	pêlo <sup>5</sup>	pólo <sup>6</sup>	pêra	

(h) All words stressed on the antepenult:

prática	ânimo	ânsia	férvido
gênero	gêmeo	gênio	pêssego
fêmea	concêntrico	tísico	tirocinio
fímbria	próximo	próprio	antimônio
lôbrego	brônzeo	úbere	lúgubre
único	núncio	cadáveres	árvore(s)
múltiplice(s)	múltiplo(s)	quádruplo(s)	

Also the verbal forms stressed on the antepenult—

louvávamos	louváramos	louvaríamos	devíamos
devêramos	deveríamos	puníamos	puníamos
puniríamos	louvássemos	devêssemos	puníssemos
sáíssemos	fizéssemos		

<sup>1</sup> Cf., reis, bateis.

<sup>2</sup> Cf., verb sois.

<sup>3</sup> Cf., *por*, a preposition.

<sup>4</sup> Cf., *para*, a preposition.

<sup>5</sup> Cf., *pelo*, *pela*, prepositions for the articles *lo*, *la*.

<sup>6</sup> Cf., *polo*, preposition for the article *lo*.

(i) Use the circumflex on the *e* and *o* when stress is on the penult, ending in *a(s)*, *e(s)*, or *o(s)*, closed, as well as in those having the same spelling where the vowels are open:

Substantives		Verbs		
rêgo	rôgo	rego		rogo
Present dêmos		Preterit demos		
Closed	-----sêde	côrte	côr	mêdo
Open	-----sede	corte	cor	medo

(j) Use the acute accent on stressed *i*, *e*, *o*, and *u* where they do not form a diphthong with the preceding vowel:

país	saída	fáisca	Taígeto
saúde	balaústre	baú	

(k) Do not use the accent before *nh*, *nd*, and *mb*, nor before any consonant, except *s*, which does not begin a syllable:

bainha	ainda	Coimbra	juiz
ruim	paul	cair	sair

but

juízes	caíres	saíres
--------	--------	--------

(l) Where *o*, *i*, or *u* do not form a diphthong with the preceding vowel and are unstressed use the dieresis instead of the acute:

saímento	paísagem	saüdar	abaülado
----------	----------	--------	----------

(m) The dieresis is also used in the combinations *gu* and *qu*, where the *u* is to be sounded:

consequência	agüentar	argüir
--------------	----------	--------

But if the *u* is the predominant vowel, use the acute:

apazigúe

(n) Use the grave accent to indicate that the unstressed *a*, *e*, or *o* are open:

àquele(s)	àquela(s)	àparte (substantive)
aquele(s)	aquela(s)	aparte (verb)

Also in homographs where a vowel is mute:

prêgar	pregar (de prego)
molhada (de molho)	molhada (de molhar)

(o) To avoid mistakes in reading, the acute accent is replaced by the grave as follows:

1. In derivatives, whether augmentatives or diminutives, formed with the letter *z*:

má, màzinha, màzona	avó, avòzinha
órfã, òrfãzinha	anéis, anèizinhos

2. In those adverbs ending in *mente* in whose primary form the vowel carries the acute accent:

rápido, ràpidamente	benéfico, benèficamente
exótico, exòticamente	lícito, lèitament <sup>e</sup>
último, ùltimamente	fácil, fàcilmente
só, sòmente	

but—

contraído, contraídamente	miúdo, miüdamente
---------------------------	-------------------

The circumflex designates the closed *e* and *o* and is used in monosyllabic, as well as bisyllabic and polysyllabic homographs; it is, however, omitted in *dor*, *poço* and *cera*, for example, since there are no such words as *dór* and *céra*, and the verb *posso* is spelled with the *ss* which distinguishes it from *poço*.

Cortês, cortêsmamente	sêco, sêcamente
sôfrego, sôfregamente	cômico, cômicamente
cristã, cristãmente	vã, vãmente



Omit the written accent in homographs where there is no question as to the meaning; thus we use the circumflex on—

sêco	sêca	lôgro
------	------	-------

to distinguish them from the corresponding verbal forms—

seco	seca	logro
------	------	-------

With the *e* or *o*, open, omit the written accent in the plural, as—

secos	logros
-------	--------

but retain it in *sêcas* to distinguish it from the verbal form *secas*.

Also use *vaidoso(s)*, *vaidosa(s)* without the accent on the penultimate syllable, even though the pronunciation is *vaidôso*, *vaidôsos*, *vaidôsa(s)*.

The open *o* in the plural of the different substantives is the same as the closed *o* in the singular:

tijolo (tijôlo)	tijolos (tijôlos)
-----------------	-------------------

but—

trôco	trocós	troco (verb)
-------	--------	--------------

The words *espôso*, *espôsa(s)* take the written accent because of the verbal forms with the open *o*, *esposo*, *esposa(s)*, but the plural *esposos* does not take the accent because it is not a homograph.

Write *pôr* with the circumflex to distinguish it from the preposition *por*, but—

dispor	propor	expor
--------	--------	-------

dispense with the written accent.

The circumflex is used on the *e* in the following because the stress is on the last syllable:

português	cortês	têm
-----------	--------	-----

In the following the written accent is omitted because the stress has passed from the last to the next to the last syllable:

portugeses	portuguesa(s)	corteses
------------	---------------	----------

The accent is placed on *ârvore(s)* because stress is on the antepenultimate syllable; *arvore(s)* (verb) does not take it because stress is on the penultimate.

The imperfect and conditional verb forms, as

louvaria	deveria	puniria
louvava	devia	punia

take the accent if the stress is on the antepenult, as—

louvaríamos	louvávamos	deveríamos
devíamos	puniríamos	

also on the penult of a form ending in a diphthong—

louváveis	louvaríeis	devíeis
deveríeis	puníeis	puniríeis

but—

saía	tê-lo-á
------	---------

The accent is used in all persons of the imperfect tense:

saía	saías	saía	saíamos
saíeis	saíam		

because the *i* does not form a diphthong with the preceding *a*.

Use the written accent in proper nouns under the same conditions as in common nouns:

Pôrto	pôrto (to distinguish it from the verb porto)		
Setúbal	Pontével	Pedrógão	Antônio
Tomé	Nazaré	Belém	Águeda

Compound words retain their appropriate accents:

mãe-d'agua	pára-raios	pesa-papéis
------------	------------	-------------

## RUSSIAN

А	а	<i>А а</i>	a	a in far
Б	б	<i>Б б</i>	b	b in bed
В	в	<i>В в</i>	v	v in vague
Г	г	<i>Г г</i>	g (h)	g in gay <sup>5</sup>
Д	д	<i>Д д</i>	d	d in day
Е	е	<i>Е е</i>	e, iē	ye in yell
Ж	ж	<i>Ж ж</i>	zh	z in azure
З	з	<i>З з</i>	z	z in zeal
И <sup>12</sup>	и	<i>И и</i>	i	i in machine
І <sup>13</sup>	і	<i>І і</i>	i	i in élite
Й <sup>4</sup>	й	<i>Й й</i>	ī	y in boy
К	к	<i>К к</i>	k	k in kite
Л	л	<i>Л л</i>	l	l in long
М	м	<i>М м</i>	m	m in man
Н	н	<i>Н н</i>	n	n in no
О	о	<i>О о</i>	o	o in mother
П	п	<i>П п</i>	p	p in pay
Р	р	<i>Р р</i>	r	r in error
С	с	<i>С с</i>	s	s in say
Т	т	<i>Т т</i>	t	t in tea
У	у	<i>У у</i>	u	oo in boot
Ф	ф	<i>Ф ф</i>	f	f in fold
Х	х	<i>Х х</i>	kh	kh (as German <i>ch</i> )
Ц	ц	<i>Ц ц</i>	ts	ts in hoots
Ч	ч	<i>Ч ч</i>	ch	ch in church
Ш	ш	<i>Ш ш</i>	sh	sh in shawl
Щ	щ	<i>Щ щ</i>	shch	shch, somewhat like <i>sti</i> in Christian
Ъ <sup>1</sup>	ъ <sup>67</sup>	<i>Ъ</i>		Mute
Ы	ы	<i>Ы</i>	y	y in nymph
Ь <sup>89</sup>	ь	<i>Ь</i>	,	Mute
Ѣ <sup>1</sup>	ѣ	<i>Ѣ ѣ</i>	iē	ye in yea
Э	э	<i>Э э</i>	é	e in Emma
Ю	ю	<i>Ю ю</i>	iū	u in union
Я	я	<i>Я я</i>	iā	ya in yard
Ѡ <sup>1</sup>	ѡ	<i>Ѡ ѡ</i>	f	ph in philosophy
Ѳ <sup>10</sup>	ѳ	<i>Ѳ ѳ</i>	y	y in rhythm

<sup>1</sup> See paragraph 2, p. 309.<sup>2</sup> Vos' merichnoe.<sup>3</sup> Desiaterichnoe (s tochkoi).<sup>4</sup> S kratkoi (kratkoe).<sup>5</sup> Used also in place of latin h.<sup>6</sup> Tverdyi znak.<sup>7</sup> Indicates that preceding consonant is hard.<sup>8</sup> M'agkil.<sup>9</sup> Indicates that preceding consonant is soft.<sup>10</sup> Now replaced by И.

The Russians use the Cyrillic alphabet, which has been modified so that it bears some resemblance to the Latin alphabet.

Punctuation is very similar to the English usage.

Capital letters are used in beginning sentences, for proper names, in addresses in letters, and in words referring to the Deity.

The *з* in the prefixes *воз, вэ, из, наэ, паэ*, when it precedes *с*, is dropped.

### Syllabication

1. A single vowel, with or without one or more consonants, constitutes a syllable.

2. Where a vowel is followed by but one consonant, the syllable ends on the vowel, the consonant beginning the next syllable. Example: па-ри-па.

3. Where a vowel is followed by more than one consonant, the syllable ends with the first consonant. Example: за-в-тра; сол-дат.

4. The semiconsonants *ъ, ь, and й*, when they occur within a word, terminate a syllable.

5. The prepositional prefixes *без, до, пере, вы, на, не, от, за, пре, чрез, раз, and воз* must remain intact.

6. The consonant combinations *ств, ст, стр, бл, вл, мл, нл* must not be separated.

7. Where two or more words are used to form a compound, divide so as to keep each component part intact.

### Transliteration

The Russian language being phonetic, transliteration is simply a matter of substituting the proper English values for the respective Russian letters, as Полтава = Poltava.

The following important points should, however, be carefully observed:

1. *ъ* and *ь* are mute and indicate only that the consonant preceding such letter is, respectively, hard or soft.

былъ = byl = he was.

быль = byl' = a tale.

NOTE.—The apostrophe (') is used to indicate the soft consonant.

2. *ѣ* and *е* are to be transliterated by *e* only when hard, by *ie* when soft:

весь = ves' = all.

поле = polie = field.

ѣмь = iem = I eat.

### Cardinal numbers

одинъ, одна, одно <i>т., f., n.</i>	one	двѣнадцать	twelve
два, двѣ <i>т. &amp; n., f.</i>	two	тринадцать	thirteen
три	three	четырнадцать	fourteen
четыре	four	пятнадцать	fifteen
пять	five	шестнадцать	sixteen
шесть	six	семнадцать	seventeen
семь	seven	восемнадцать	eighteen
восемь	eight	девятнадцать	nineteen
девять	nine	двадцать	twenty
десять	ten	двадцать одинъ	twenty-one
одиннадцать	eleven	сто	hundred
		тысяча	thousand

### Ordinal numbers

первый <sup>1</sup>	first	седьмой	seventh
второй	second	восьмой	eighth
третий	third	девятый	ninth
четвёртый	fourth	десятый	tenth
пятый	fifth	одиннадцатый	eleventh
шестой	sixth	двѣнадцатый	twelfth

<sup>1</sup> The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine change *ый* to *ая*, *ий* to *ья*, *ой* to *ая*. For the neuter change *ый* to *ое*, *ий* to *ье*, and *ой* to *ое*.

**Ordinal numbers—Continued**

тринадцатый	thirteenth	девятнадцатый	nineteenth
четырнадцатый	fourteenth	двадцатый	twentieth
пятнадцатый	fifteenth	двадцать первый	twenty-first
шестнадцатый	sixteenth	сотый	hundredth
семнадцатый	seventeenth	тысячный	thousandth
восемнадцатый	eighteenth		

**Months**

Январь (Янв.)	January	Июль	July
Февраль (Февр.)	February	Августъ (Авг.)	August
Мартъ	March	Сентябрь (Сент.)	September
Апрѣль (Апр.)	April	Октябрь (Окт.)	October
Май	May	Ноябрь	November
Июнь	June	Декабрь (Дек.)	December

**Days**

Воскресенье	Sunday	Четвергъ	Thursday
Понедѣльникъ	Monday	Пятница	Friday
Вторникъ	Tuesday	Суббота	Saturday
Среда	Wednesday		

**Seasons**

весна	spring	осень	autumn
лѣто	summer	зима	winter

**Time**

часъ	hour	мѣсяцъ	month
день	day	годъ	year
недѣля	week		

**REFORMED ORTHOGRAPHY AND GRAMMAR**

The movement to reform the Russian orthography and grammar had its origin long before the Revolution. It was sponsored by many of the scientific and scholastic academies and institutions of the Empire, but resulted in no official action until after the Revolution. The old style is presented in this Manual, however, because of the great number of the old works that are still extant. The student will bear in mind the various changes given below when dealing with present-day literature.

By the decree of the Council of the People's Commissars of October 10, 1918, relating to the introduction of the new orthography (Collection of Laws and Decrees of the Workers' and Peasants' Government no. 74, of October 17, 1918, item 804) all governmental publications, periodicals (newspapers and magazines) and nonperiodical publications (learned works, collections, etc.), and all documents and legal papers must, beginning with October 15, 1918, be printed according to the new rules of spelling given below. This spelling has also been introduced in all schools.

1. Replace the letter *ѣ* by *е* (колено, вера, семя, в избе). (Cf. nos. 9, 10.)
2. Replace the letter *ѳ* everywhere by *ф* (Фома, Афанасій, кафедра).
3. Drop the letter *ѣ* at the end of words and parts of compound words (хлеб, посол, меч, контр-адмирал), but retain it in the middle of words as a sign of division (сѣмка, разъяснѣть, адъютант).

NOTE.—The apostrophe (') in the middle of words is also used instead of *ѣ*.

4. Replace the letter *і* everywhere by *и* (учение, Россія, пиявка, Иоанн, высокій).

5. Write prefixes *из*, *воз*, *вз*, *раз*, *роз*, *низ*, *без*, *чрез*, *через* before vowels and hard consonants with *з* but replace *з* by *с* before mute consonants (*к*, *п*, *т*, *х*, *ц*, *ч*, *ш*, *щ*, *ф*) also before *с* (расставаться, чрессѣдельник, беспокойство, чересполосица).

NOTE.—This rule differs from the old one in that the prefixes *без*, *роз*, *чрез*, *через* were also added to this group and that *з* is now replaced by *с* before *с*.

6. In the genitive case of adjectives, participial adjectives, and pronouns of masculine gender write *оро*, *еро* instead of *аго*, *яго* (доброро, пятого, котороро, синеро).

NOTE.—Adjectives whose roots end in *ж*, *ч*, *ш*, *щ*, have in the genitive case *еро* instead of *оро* (высшего, текущего, свежего, кипучеро).



7. In the nominative and accusative plural of feminine and neuter adjectives, participial adjectives and pronouns write *ые, ие* instead of *ыя, ія* (добрые, старые, синие, какие). (Cf. no. 4.)

8. Use *они* instead of *онѣ* in the feminine nominative plural.

9. Write in the feminine *одни, одних, одними* instead of *однѣ, однѣх, однѣми*.

10. Use *ее* instead of *ея* in the feminine genitive singular personal pronoun.

NOTE.—In connection with the discontinuance of *ѣ*, the letter *ѐ* is sometimes used to designate the fluctuating *e* sound (*ѐлка, вѐсѣ*).

11. Of all the rules on syllabication only the following are retained: When dividing words a consonant (one or the last in a group of consonants) immediately preceding a vowel must not be separated from this vowel; likewise a group of consonants at the beginning of a word must not be separated from a vowel; the letter *й* before a consonant must not be separated from the preceding vowel; also a final consonant, final *й* and a group of consonants at the end of words must not be separated from the preceding vowel. In dividing words having prefixes, a consonant at the end of the prefix, if preceding another consonant, is not to be carried over to the next line.

## SPANISH

A	a	a in art	O	o	o in note
B	b	( <sup>1</sup> )	P	p	p
C	c	Preceding <i>e</i> or <i>i</i> , as <i>th</i> in Martha. Otherwise, as in car	Q	q	q in quart
CH	ch	<i>ch</i> in chart	R	r	<i>r</i> in wary, trilled
D	d	Initial and following <i>l</i> and <i>n</i> , <i>d</i> ; elsewhere, shading heavily toward <i>th</i> in breathe	RR	rr	<i>r</i> forcibly rolled
E	e	a in ale	S	s	s in saw
F	f	<i>f</i>	T	t	t
G	g	Preceding <i>e</i> or <i>i</i> , as <i>kh</i> energetically pronounced; otherwise as in gate	U	u	oo in coo <sup>2</sup>
H	h	Almost mute	V	v	Between <i>b</i> and <i>v</i> , with the <i>v</i> sound slightly stronger
I	i	<i>e</i> in he	W	w	<i>w</i> only in foreign words
J	j	<i>kh</i> energetically pronounced	X	x	<i>x</i> in axle
K	k	<i>k</i> (only in foreign words)	Y	y	<i>e</i> in he
L	l	<i>l</i>	Z	z	<i>th</i> ; <i>z</i>
LL	ll	<i>llio</i> in million	Á	á	} As same letters unaccented
M	m	<i>m</i>	É	é	
N	n	<i>n</i>	Í	í	
Ñ	ñ	<i>ny</i>	Ó	ó	
			Ū	ú	} oo (dieresis indicates that the <i>u</i> is pronounced where it otherwise would form a diphthong with the vowel following)
			Ü	ü	

<sup>1</sup> Softer than in English, produced by joining the lips without pressure; between vowels, almost *v*.<sup>2</sup> Between *g* and *e* or *i*, silent, rendering the *g* hard.

## Punctuation

Punctuation is practically the same as in English, and, in addition, inverted question and exclamation marks are used at the exact beginning of the question or exclamation.

Si es así, ¿qué he de hacer? Pero, ¡ay de mí! no es posible.

Quotation marks begin the first paragraph of a dialogue. The succeeding paragraphs sometimes start with em dashes instead of quotation marks, and the latter are not used until the dialogue ends.

—¿Es así, señor?

—Sí; es verdad.

—¿Cómo se puede averiguarlo?

—No sé; pero es la verdad."

## Capitalization

The English style of capitalization is followed, with few exceptions.

Adjectives derived from proper nouns are lower-cased, as *las mujeres colombianas* (the Colombian women) and *los cruceros brasileños* (the Brazilian cruisers).

The first word of a question occurring within a sentence is lower-cased, as:

Quando viene la noche, ¿cómo se puede ver?

Note the following forms of capitalization:

El señor Enrique Palava; el señor don Enrique Palava.

Days of the week and months begin with a lower-case letter.

In titles of books only the initial and proper nouns, are capitalized: *Historia crítica de España y de la cultura española*.

## Accents

(1) Words ending in *n*, *s*, or a vowel, and emphasized normally on the last syllable but one (penultimate), dispense with the accent mark.

(2) Words ending in a consonant except *n* or *s*, and emphasized normally on the last syllable, dispense with the accent mark.

(3) Words not included in (1) and (2) require an accent on the syllable carrying the emphasis, as *é-po-ca*, *se-gún*, *in-cóg-ni-to*. This includes verbs to which pronouns are appended, as *págaselo*.

Words having a dual meaning, as *mas* (but) and *más* (more), do not fall under these rules, and the proper accent should be carried.

Usually but one accent is used in a word, regardless of the number of syllables.

Formerly the words, *a*, *e*, *o*, and *u* were accented, but this has become obsolete. However, changes should not be made without authority, as some authors follow the old custom.

When the word *o* (or) is used adjoining numerals, as *14 ó 15*, the accent should be used to prevent confusing the *o* with a cipher.

## Syllabication

Words are usually divided on a vowel: *a-si-mi-la-ción*, *pa-la-bras*.

The letter *y* is considered a vowel when standing alone, or at the end of a word. At the beginning of a word or syllable it is treated as a consonant.

The following combinations must not be divided: *ai*, *au*, *ei*, *eu*, *ia*, *ie*, *io*, *iu*, *oi*, *ou*, *ua*, *ue*, *ui*, *uo* (*a-li-via-dor*). This does not apply when either letter carries an accent (*pa-is*, *ri-o*), which permits the vowels to be separated, but exceptions are made in certain cases.

The combinations of *ay*, *ey*, *oy*, and *uy* may be separated only when followed by a vowel, but must not be separated when followed by a consonant or when occurring at the end of a word:

but—	<i>ha-ya</i>	<i>re-yes</i>	<i>a-rro-yo</i>	<i>cu-yo</i>
	<i>rey-na</i>	<i>voy-me</i>	<i>Go-doy</i>	<i>muy</i>

A consonant occurring between two vowels should be carried over: *com-po-sición*.

Do not separate the following combinations of two consonants:

<i>bl</i>	<i>br</i>	<i>cl</i>	<i>cr</i>	<i>dr</i>	<i>fl</i>	<i>fr</i>
<i>gl</i>	<i>gr</i>	<i>pl</i>	<i>pr</i>	<i>tl</i>	<i>tr</i>	

Two separable consonants standing between vowels are divided: *ac-ta*, *chas-co*, *cuer-da*, *pron-to*.

The letters *ch*, *ll*, and *rr* are never divided and always begin a syllable, as *ria-chue-lo*, *gue-rrí-lla*, *fe-rro-ca-rril*.

Prepositional prefixes form a separate syllable, as: *des-agradable*, *pre-colom-biano*; but when the prefix is followed by *s* and another consonant, the *s* is joined to the prefix. Examples: *abs-tener*, *cons-trucción*, but *ab-solver*.

A syllable cannot begin with *s* followed by a consonant, as *cir-cuns-tan-cia*.

The liquid consonants *l* and *r*, when preceded by any consonant other than *s*, must not be separated from the consonant, except in uniting parts of compound words. Examples: *ha-blár*, *po-dría*, *sub-lu-nar*, *ab-ro-gar*, *es-la-bón*.

Double *c* and *n* may be divided as in English: *ac-ce-so*, *in-na-to*.

## Abbreviations

Spell out names of countries, States, and Provinces, whether town is given or not.

Titles preceding names are usually spelled out, but both forms are permissible; uniformity should be adopted when possible. Observe the following form: *el Sr.* (or *señor*) *Enrique Palava*.

A.	autor, author	C.A.	Centroamérica, Central America
AA.	autores, authors		
ab.	abril, April	cap.	capítulo, chapter
agto.	agosto, August	Cfa.	compañía, company
art.	artículo, article	C.M.B.	cuyas manos beso, very respectfully ( <i>lit.</i> whose hands I kiss)
B.	beato, blessed		
B.S.M.	beso a sus manos, with great respect ( <i>lit.</i> I kiss your hands)	c/l.	curso legal, legal procedure.

## Abbreviations—Continued

D.	don, Mr.	Q.E.P.D.	que en paz descanse, deceased
dbre.	diciembre, December	S.A.	Sociedad Anónima, stock company; Su Alteza, His Highness; Sudamérica, South America
D.F.	Distrito Federal, Federal District	sbre.	septiembre, September
Dña.	doña, Mrs.	S.E.u.O.	salvo error u omisión, errors and omissions excepted
Dr.	doctor, doctor	S.E.	Su Excelencia, His Excellency
Dra.	doctora, doctress	S.M.	Su Majestad, His Majesty
eno.	enero, January	sec.	sección, section
EE. UU., E.U.	Estados Unidos, United States	Sr.	señor, sir; also God
E.U.A.	Estados Unidos de América, United States of America	Sra.	señora, lady
fbro.	febrero, February	Sres.	señores, sirs
Gral.	general, general	Srio.	secretario, secretary
hh.	hojas, leaves	Srita., Srta.	señorita, young lady, miss
Hnos.	hermanos, brothers	S.S.	Su Señoría, His Lordship
fd.	ídem, the same	S.Atto.S.S., S.A.S.S.	su atento y seguro servidor, your obedient and faithful servant
fb.	íbidem, in the same place	Sto.	santo, saint
Ilmo.	ilustrísimo, very illustrious	t.	tomo, volume
jul.	julio, July	tip.	tipografía, printing office
jun.	junio, June	Ud., V., Vd.	usted, you
Lic., Lcdo.	licenciado, licensed	Uds., VV.	ustedes, pl. of you
L.S.	lugar del sello, place of the seal	V.	véase, see
Méx.	México, Mexico	V.A.	Vuestra Alteza, Your Highness
mzo.	marzo, March	V.E.	Vuestra Excelencia, Your Excellency
m/n.	moneda nacional, national currency	V.M.	Vuestra Majestad, Your Majesty
n.a.	nota del autor, author's note	Vm.	Vuestra Merced, Your Worship
nbre.	noviembre, November	&	y, and
No., N <sup>o</sup> , núm.	número, number		
N.Y.	Nueva York, New York		
obre.	octubre, October		
P.R.	Puerto Rico, Porto Rico		
pág.	página, page		
pár.	párrafo, paragraph		
R.A.	República Argentina, Argentine Republic		

## Figures

Arabic and roman numerals are used as in English.

The following form is used in numbering paragraphs and sentences:

(1°) Todos los días, etc. (2°) Los hombres, etc.

Note that a superior lower-case o (°), not a degree mark, is used.

## Cardinal numbers

un, -o, -a	one	diez	ten
dos	two	once	eleven
tres	three	doce	twelve
cuatro	four	trece	thirteen
cinco	five	veinte	twenty
seis	six	veintiuno (veintion)	twenty-one
siete	seven	cien, ciento	hundred
ocho	eight	mil	thousand
nueve	nine		

Round millions preceding units of quantity are followed by the preposition *de*: *tres millones de pesos, 3,000,000 de pesos.*



**Ordinal numbers**

primero (1°)	first	décimo	tenth
segundo (2°)	second	undécimo	eleventh
tercero, tercer	third	duodécimo	twelfth
cuarto	fourth	décimotercio	thirteenth
quinto	fifth	vigésimo	twentieth
sexto	sixth	vigésimo primero	twenty-first
séptimo	seventh	centésimo	hundredth
octavo	eighth	milésimo	thousandth
noveno, nono	ninth		

**Months**

enero (eno.)	January	julio (jul.)	July
febrero (fbro.)	February	agosto (agto.)	August
marzo (mzo.)	March	septiembre (sbre.)	September
abril (ab.)	April	octubre (obre.)	October
mayo	May	noviembre (nbre.)	November
junio (jun.)	June	diciembre (dbre.)	December

**Days**

domingo	Sunday	jueves	Thursday
lunes	Monday	viernes	Friday
martes	Tuesday	sábado	Saturday
miércoles	Wednesday		

**Seasons**

primavera	spring	otoño	autumn
verano	summer	invierno	winter

**Time**

hora	hour	mes	month
día	day	año	year
semana	week		

**Articles to be disregarded in filing**

un, uno	una, unas	el, los	la, las
---------	-----------	---------	---------

## SWEDISH

A	a	<i>a</i> in father	N	n	<i>n</i> ; before <i>k</i> has sound of <i>ng</i>
B	b	<i>b</i>	O	o	<i>o</i> in folio, also <i>oo</i> in boon
C	c	<i>k</i> before <i>a, o, u</i> ; <i>s</i> in foreign words and before <i>e, i, ä</i> and <i>y</i>	P	p	<i>p</i>
D	d	<i>d</i>	Q	q	<i>k</i>
E	e	<i>e</i> in felt	R	r	<i>r</i> , strongly enunciated
F	f	<i>f</i> , but <i>v</i> at end of word	S	s	<i>s</i> , hard <sup>2</sup>
G	g	<i>g</i> before <i>l, r, t, a, o, u</i> and <i>ä</i> ; <i>y</i> before <i>e, i, j, y, ä, ö</i> ; before <i>n</i> the French <i>en</i>	T	t	<i>t</i>
H	h	<i>h</i> aspirated, except before <i>j</i> and <i>v</i>	U	u	<i>u</i> in value (no <i>y</i> sound); when short, <i>u</i> in up
I	i	<i>ee</i> in tree	V	v	<i>v</i>
J	j	<i>y</i> in yellow	W	w	<i>v</i>
K	k	<i>k</i> <sup>1</sup>	X	x	<i>x</i>
L	l	<i>l</i> ; silent before <i>j</i>	Y	y	<i>ü</i> in German <i>über</i>
M	m	<i>m</i>	Z	z	<i>s</i> hard
			Å	å	<i>aw</i> in saw
			Ä	ä	<i>ä</i> in German <i>Fährte</i> ; when short, <i>e</i> in wren
			Ö	ö	<i>ö</i> in German <i>Götter</i>

<sup>1</sup> Before *l, r*, and *v*, and before the hard vowels *a, d, o, u*, as well as at the end of words. Before the soft vowels *e, i, y*, and *ö* it has what is called the "*tje*" sound, nearly equivalent to *ch*.

<sup>2</sup> Before *e, i, j, y, ä*, and *ö, sh, sk*, and *stj* are pronounced as *sh*.

The Latin alphabet is universally used in Sweden, with the addition of the letters *d, ä*, and *ö*. The *a, o, u* and *d* are hard vowels; *e, i, y, ä*, and *ö* soft vowels. *C, g, w, x*, and *z* are used only in words of foreign origin and in proper names.

### Accents

Accents are used only in foreign loan words (*résumé*) and in certain proper names (*Tegnér*).

### Capitalization

Capitals are used almost as in English: At the beginning of a sentence, in proper names, but not in the case of adjectives derived from them. The names of the months and the days of the week are not capitalized.

### Syllabication

A consonant between two vowels usually goes with the following vowel (*lä-ra-re*); when two or more consonants occur between two vowels, the last consonant generally goes with the following vowel (*fladd-ra*); *sch* and *sk* when used for the *sj* sound are not separated, but added to the following vowel (*mar-schera, männi-ska*); *ng* remains with the preceding vowel unless *n* and *g* belong to different parts of a compound word. Compound words are divided according to their component parts.

### Punctuation

The rules of punctuation are essentially the same as in English, although the Swedish punctuation is perhaps somewhat closer, the comma, especially, being used more freely.

## Articles

	Common gender	Neuter gender
Indefinite article	<i>en</i>	<i>ett</i>
Definite article:		
Postpositive {	Singular <i>-en, -n</i>	<i>-et, -t</i>
	Plural <i>-na</i> (rarely <i>-ne</i> )	<i>-na, -a, -en</i>
Prepositive {	Singular <i>den</i>	<i>det</i>
	Plural <i>de</i>	

The postpositive article, which is suffixed to the noun, is always used when the noun is definite in sense; the prepositive article is used together with the postpositive article when the noun is modified by an adjective.

## Cardinal numbers

en, ett	one	sjutton	seventeen
två	two	aderton	eighteen
tre	three	nitton	nineteen
fyra	four	tjugu (tjugo)	twenty
fem	five	tjuguen	twenty-one
sex	six	(tjuguett)	
sju	seven	trettio	thirty
åtta	eight	fyrty	forty
nio	nine	femtio	fifty
tio	ten	sextio	sixty
elva	eleven	sjuttio	seventy
tolv	twelve	åttio	eighty
tretton	thirteen	nittio	ninety
fjorton	fourteen	hundra	hundred
femton	fifteen	tusen	thousand
sexton	sixteen		

## Ordinal numbers

(den) förste(a)	first	sextonde	sixteenth
andre(a)	second	sjuttonde	seventeenth
tredje	third	adertonde	eighteenth
fjärde	fourth	nittonde	nineteenth
femte	fifth	tjugonde	twentieth
sjätte	sixth	tjuguförsta	twenty-first
sjunde	seventh	trettionde	thirtieth
åttonde	eighth	fyrtyonde	fortieth
nionde	ninth	femtionde	fiftieth
tionde	tenth	sextionde	sixtieth
elfte	eleventh	sjuttionde	seventieth
tolfte	twelfth	åttionde	eightieth
trettonde	thirteenth	nittionde	ninetieth
fjortonde	fourteenth	hundrade	hundredth
femtonde	fifteenth	tusende	thousandth

## Months

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

## Days

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

## Seasons

vår	spring	höst	autumn
sommar	summer	vinter	winter

## Time

timme	hour	månad	month
dag	day	år	year
vecka	week		

## Abbreviations

Where the last letter of the abbreviation is the last letter of the complete word the period is not used.

a.-b.	aktiebolag, joint-stock company	hr	herr, Sir, Mr.
adr.	adress, address, c/o	i st.f.	i stället för, in place of
ang.	angående, concerning	jfr	jämför, compare
anm.	anmärkning, remark, observation	kap.	kapitel, chapter
b., bd	band, volume, volumes	kl.	klockan, o'clock
bl.a.	bland annat, bland andra, among other things, or others	kr.	krona, crown; kronor, crowns (coin)
d.	död, dead	kungl.	kunglig, royal
d:o	dito, ditto	m.a.o.	med andra ord, in other words
dr, d:r	doktor, doctor	m.fl.	med flera, with others, and others
d.v.s.	det vill säga, that is, that is to say	m.m.	med mera, etc., and so forth
d.y.	den yngre, junior	n.b.	nota bene, mark (notice) well
d.ä.	den äldre, senior; det är, that is	nr, n:o	nummer, numro, number
e.m.	eftermiddagen, afternoon, p.m.	näml.	nämligen, namely, viz, to wit
etc.	et cetera, and so forth	obs.	observera, observe
ex.	exempel, example (illustration), e.g.	o.d.	och dylikt (dylika), and the like
f.	född, born	o.s.a.	om svar anhålles, an answer is requested
f.d.	för detta, before this, formerly	o.s.v.	och så vidare, and so forth
f.m.	förmiddagen, before noon, a.m.	p.s.	postskriptum, postscript
frk.	fröken, Miss	red.	redaktör, editor
förf.	författare, author; författarinna, authoress	s., sid.	sida, page; sidor, pages
f.ö.	för övrigt, besides	s.d.	samma dag, the same day
H.M.	} Hans Majestät, His Majesty	s.k.	så kallad, so called
H.Maj:t		t.ex.	till exempel, for instance
		t.o.m.	till och med, even
		und.	undantag, exception



## TURKISH (New)

A	a	<i>a</i> in father; also <i>a</i> in past	L	l	<i>l</i>
B	b	<i>b</i> <sup>1</sup>	M	m	<i>m</i>
C	c	<i>j</i> in joint	N	n	In words with <i>ķ</i> like <i>n</i>
Ç	ç	<i>ch</i> , hard	O	o	<i>o</i> in or; also <i>o</i> in note
D	d	<i>d</i> <sup>1</sup>	Ö	ö	<i>oe</i> in Goethe
E	e	<i>e</i> in red	P	p	<i>p</i> <sup>1</sup>
F	f	<i>f</i> in fay	R	r	<i>r</i>
G	g	<i>g</i> , hard, sometimes mute between consonants	S	s	<i>s</i> in sun
Ğ	ğ	<i>g</i> , soft, nearly <i>gh</i> in eight	Ş	ş	<i>sh</i> in shape
H	h	<i>h</i> , always	T	t	<i>t</i>
İ	i	<i>i</i> in ring; long, as in ma- chine	U	u	<i>u</i> in push; long as in through
I	ı	<i>i</i> in high	Ü	ü	<i>ue</i> in German ueber, or <i>u</i> in French musée
J	j	<i>j</i> in French journal	V	v	<i>v</i> in vain
K	k	<i>k</i> , hard	Y	y	<i>y</i> in yet
Ğ	ğ	<i>k</i> , soft	Z	z	<i>z</i> in zero

<sup>1</sup> In using the new alphabet *p* is sometimes substituted for *b*, as *edip* instead of *edib*, *kutuphane* instead of *kutubhane*; this is also the case where *t* is substituted for *d*, as *alaettin* instead of *alaeddin*. However, this is not always the case.

## Remarks for transliterators

The language is practically phonetic; there being no silent letters, diphthongs or compound consonants, each is invariably the symbol of but one sound.

The soft vowels are *e*, *ö*, *ü*, and *i*.

The soft *ğ* cannot be used as the initial or final letter of a word.

The *y* is not always a consonant, as it sometimes takes the place of *i*, usually at the end of a word.

When the circumflex is used over *a*, *i*, or *u*, the sound is long, but *â* and *û* after *g*, *k*, and *t* are used for softening these consonants.

There is no silent *e* in the Latin transliteration, nor has the Turkish a vowel sound corresponding to *a* in man, *o* in not, *e* in her, or *i* in bird.

An infallible table for transliterating from the Arabic into the New Turkish is out of the question, as only a thorough knowledge of the Turkish will enable one to determine whether a vowel is hard or soft, or whether words are correctly spelled or pronounced.

## Accent

There is practically no accent, the long vowels replacing, to some extent, the accent in other languages, but without stress.

## Capitalization

Capitalize proper names, both personal and geographic, but lower case the latter when used adjectively.

Capitalize the first word of a sentence, but lower case, as a rule, after a colon.

Capitalize the name of the Deity as also the first word in a line of poetry.

## Syllabication

Divide on a vowel, but diphthongs must not be separated.

A consonant goes with the following vowel, but if there be two consonants, they are separated.

## Cardinal numbers

bir	one	dokuz	nine
iki	two	on	ten
üç	three	on bir	eleven
dört	four	on iki	twelve
beş	five	on üç	thirteen
altı	six	yirmi	twenty
yedi	seven	yüz	hundred
sekiz	eight	bin	thousand

**Ordinal numbers**

birinci	first	dokuzuncu	ninth
ikinci	second	onuncu	tenth
üçüncü	third	on birinci	eleventh
dördüncü	fourth	on ikinci	twelfth
beşinci	fifth	on üçüncü	thirteenth
altıncı	sixth	yirminci	twentieth
yedinci	seventh	yüzüncü	hundredth
sekizinci	eighth	bininci	thousandth

**Months**

Kânunusani (Kânunus.)	January	Ağustos (Ağust.)	August
Şubat (Şub.)	February	Eylül (Eyl.)	September
Mart	March	Teşrinievvel (Teşriniev.)	October
Nisan (Nis.)	April	Teşrinisani (Teşrinis.)	November
Mayıs (May.)	May	Kânunuevvel	December
Haziran (Haz.)	June	(Kânunuev.)	
Temmuz (Tem.)	July		

**Days**

Pazar günü	Sunday	Perşembe	Thursday
Pazarırtesi	Monday	Cuma	Friday
Salı	Tuesday	Cumartesi	Saturday
Çarşamba	Wednesday		

**Seasons**

ilkbahar	spring	sonbahar	autumn
yaz	summer	kiş	winter

**Time**

saat	hour	ay	month
gün	day	yıl, sene	year
hafta	week		









# INDEX

[Figures in parentheses indicate paragraph numbers]

## SUGGESTIONS TO AUTHORS AND GENERAL INSTRUCTIONS

Bear-off not included in clears, 5.  
 Broad tables must read up, 8.  
 Clears do not include bear-off, 5.  
 Composition, 6.  
 Correction queried in a ring, 6.  
 Corrections on proofs, how indicated, 2.  
 Divided tables, how folioed, 6.  
 Footnote, procedure when one is added or eliminated, 11.  
 Footnote references in box heads not repeated, 8.  
 Footnote references run consecutively, 6.  
 Footnotes, repetition of long, to avoid, 6.  
 Galley revising, 10.  
 Illustrations, legends for, set full measure, 8.  
 Imposition, 9.  
 Imprints, 13.  
 Legends for illustrations that run lengthwise of page, 8.  
 Legends set full measure, 8.  
 Make-up of page of two or more columns with illustration of more than one column, 9.  
 Make-up of page of two or more columns with table of more than one column, 9.  
 Make-up, usual, of Government publications, 11.  
 Making-up, 8.  
 Margins, 9.  
 Notes above tables not repeated, 8.  
 Notes to tables not repeated, 8.  
 Page and stone revising, 10.  
 Pick-up, availability of, preparer must ascertain, 6.  
 Pick-up, jacket number of, indicated, 6.  
 Preparing copy, 5.  
 Press revising, 12.  
 Price notices, 13.  
 Proofreader's marks, 2.  
 "R", "2R", etc., 11.  
 Reading and copy holding, 7.  
 Revising, 10.  
 Samples not considered as style for composition, 1.  
 Signature marks, 12.  
 Sinks on new pages graduated, 8.  
 Stone and page revising, 10.  
 Suggestions to authors and editors, 1.  
 Table notes not repeated, 8.  
 Tables, broad, must read up, 8.  
 Tables in 6-point unless otherwise marked, 5.  
 Text in 10-point unless otherwise marked, 5.  
 Type turned feet uppermost, 6.

## CAPITALIZATION

Acts, titles of, 22 (17a).  
 Addresses, salutations, signatures, and heads, words capitalized in, 23 (19, 19a).  
 Adherents to organized bodies, 18 (6a).  
 Adherents to religious bodies and faiths, 20 (15).  
 Adjectives, when capitalized, 16 (3), 23 (19, 19a), 105 (284a).  
 Adverbs, when capitalized, 23 (19, 19a), 105 (284a).  
 American and British names, particles in, 17 (3a, 3b).  
 Bible and other sacred writings, 20 (15).  
 Bibliographies, synonymies, etc., 22 (17d).  
 Books in foreign languages, titles of, 22 (17c).  
 Calendar divisions, 19 (9).  
 Capitalize certain derivatives of proper names, 15 (2).  
 Capitalized words in matter set in caps and small caps and caps and lower-case, 23 (19a).  
 Cases, legal, titles of, 22 (17b).  
 Certain geographic terms not proper names, 16 (3d).

Chapters, parts, etc., of books, 21 (17).  
 Coined terms in scientific names, 20 (12a).  
 Common adjectives used in proper names, 16 (3).  
 Common-noun substitutes for organized bodies, 18 (6).  
 Common noun used with date or number, not proper name, 16 (3c).  
 Common noun used alone for short title for proper name, 16 (3a).  
 Common nouns used in proper names, 16 (3).  
 Confessions of faith and religious bodies, 20 (15).  
 Conjunctions, when capitalized, 23 (19, 19a), 105 (284a).  
 Countries, domains, and administrative divisions, 18 (7, 7a).  
 Definite article in proper names, 16 (4), 17 (4a).  
 Deity, words denoting, 20 (15).  
 Derivatives of proper names capitalized, 15 (2).  
 Derivatives of proper names lower-cased, 15 (2a), 30.  
 Descriptive term to denote direction or position, 19 (8b).  
 Earth, moon, etc., 20 (12d).  
 Fanciful appellations, 20 (13).  
 Feast and fast days, 19 (10).  
 First words capitalized or lower-cased, 22-23 (18).  
 Foreign names, particles in, 17 (5, 5b).  
 Geographic terms, 16 (3, 3a, 3b, 3d), 19 (8), 33.  
 Heads, addresses, and signatures, words capitalized in, 23 (19, 19a).  
 Historic events, 19 (10).  
 Historic papers, documents, etc., 23 (21).  
 Holidays, feast and fast days, 19 (10).  
 Interjections, 23 (20).  
 International organizations, 18 (6).  
 Legal cases, titles of, 22 (17b).  
 Lower-case certain derivatives of proper names, 15 (2a), 30.  
 Market grades, 19 (11), 36.  
 Months and days, 19 (9).  
 Names of members of organized bodies, 18 (6a).  
 Names of organized bodies, 17-18 (6).  
 National governmental units, 17 (6).  
 Nouns, when capitalized, 16 (3, 3a), 23 (19, 19a), 105 (284a).  
 O and oh, 23 (20).  
 Organized bodies, 17-18 (6).  
 Particles in names of persons, 7 (5, 5a, 5b).  
 Parts of books, plays, etc., titles of, 21 (17).  
 Personifications, 20 (14).  
 Planets, 20 (12d).  
 Plural form of common noun as part of proper name, 16 (3b).  
 Plurals of generic names, 20 (12b).  
 Prepositions, when capitalized, 23 (19, 19a), 105 (284a).  
 Pronouns, when capitalized, 23 (19, 19a), 105 (284a).  
 Publications, documents, etc., titles of, 21 (17).  
 Religious bodies and adherents to, 20 (15).  
 Religious terms, 20 (15).  
 Seasons of year, 19 (9).  
 Second person, titles in, 21 (16c).  
 Scientific names, 19-20 (12, 12a-12d).  
 Short titles of acts, 22 (17a).  
 Signatures, addresses, and heads, words capitalized in, 23 (19, 19a).  
 Soil groups, 24 great, 19 (8a), 40.  
 Species, genus, etc., 19 (12).  
 Subdivisions of countries, 18 (7, 7a).  
 Substitutes for names of organized bodies, 17-18 (6).  
 Sun, moon, etc., 20 (12d).  
 Terms used in soil science, 19 (8a).  
 The, when capitalized, 16 (4), 17 (4a).  
 Title following name, 20-21 (16a).  
 Title preceding name, 20 (16).

## CAPITALIZATION—Continued

- Title used as substitute for name of person, 20-21 (16a).
- Titles in lists of delegates and representatives, 21 (16b).
- Titles in second person, 21 (16c).
- Titles of legal cases, 22 (17b).
- Titles of persons, 20-21.
- Titles of publications, documents, etc., 21 (17).
- Trade names, 19 (11).
- Verbs, when capitalized, 23 (19, 19a), 105 (284a).
- Words capitalized in matter set in caps and small caps and caps and lower-case, 23 (19a).
- Words denoting Deity, 20 (15).

## SPELLING

- Accents and diacritical marks, 44-45 (24).
- Approved forms of spelling, 43 (22).
- Consonants, double, in derivatives, 49 (42).
- Consonants not doubled in certain derivatives, 49 (42a).
- Contractions and plurals, 48 (38).
- Diacritical marks, 44-45 (24).
- Doubled consonants in derivatives, 49 (42).
- Endings in *cede*, *ceed*, and *sede*, 47 (31).
- Endings in *ible* and *able*, 46 (29).
- Endings in *ise*, *ize*, and *yze*, 47 (30).
- Geographic names, 45 (25).
- Ligatures, 44 (23).
- Nationalities, 45 (28a).
- Plural forms, 47.
- Plurals and contractions of letters, figures, and symbols, 48 (38).
- Plurals of nouns ending in *o*, 47 (33).
- Plurals of titles, 47 (34).
- Plurals which may cause difficulty, 47 (35).
- Possessive forms, 48-49 (36-41).
- Possessives and apostrophes, 48.
- Shapes and forms, plurals of, 48 (38).
- Titles, plurals of, 47 (34).
- Transliterations, 45 (26).
- Words ending in *cede*, *ceed*, and *sede*, 47 (31).
- Words ending in *ible* and *able*, 46 (29).
- Words ending in *ise*, *ize*, and *yze*, 47 (30).

## COMPOUND WORDS

- Accent, to insure definite, 51 (44b).
- Adjective *elect* and prefixes *ex* and *self*, 53 (58a).
- Capital letters joined to words, 51 (44c).
- Civil and military titles, 53 (55).
- Color terms, 52 (51).
- Combining forms, 53-54 (58-58b).
- Compass directions, complex terms of, 52 (46).
- Compound adjectives, 52 (48-51).
- Compound containing possessive noun, 52 (47).
- Compound nouns, 51 (45).
- Compounds, derivatives of, 52 (50).
- Conflicting or duplicating terms, 51 (44e).
- Derivatives of compounds, 52 (50).
- Doubling a vowel, 51 (44a), 54 (58b).
- Duplicating or conflicting terms, 51 (44e).
- Duplicating prefixes, 54 (58b).
- Elliptical compounds, 53 (53).
- Fractions, 53 (56).
- Hyphen a mark of punctuation, 51.
- Idiomatic phrases, 53 (57).
- Improvised compound, to join elements of, 51 (44d).
- Insure definite accent, to, 51 (44b).
- Latin terms used as unit modifiers, 52 (52).
- Military and civil titles, 53 (55).
- Misinterpretation, to prevent, 54 (58b).
- Mispronunciation, to prevent, 51 (44b), 54 (58b).
- Numbers, compound, 52 (46).
- Numerator and denominator, hyphen omitted between, 53 (56).
- Participle, past, as second element of compound adjective, 52 (48).
- Participle, present, as second element of compound adjective, 52 (49).
- Past participle as second element in compound adjective, 52 (48).
- Possessive noun, compound containing, 52 (47).
- Prefix to proper name, 54 (58b).
- Prefixes and suffixes, 53 (58).
- Prefixes, *co*, *de*, *pre*, *pro*, *re*, 51 (44a), 54 (58b).
- Prefixes, duplicating, 54 (58b).

- Prefixes *ex* and *self* and adjective *elect*, 53 (58a).
- Present participle as second element of compound adjective, 52 (49).
- Prevent mispronunciation, 51 (44b), 54 (58b).
- Proper name, prefix to, 54 (58b).
- Proper names used as unit modifiers, 53 (52c).
- Quotation marks, unit modifiers enclosed in, 52 (52a).
- Scientific terms, 53 (54).
- Suffixes and prefixes, 53 (58).
- Three or more words, noun consisting of, 51 (45).
- Titles, civil and military, 53 (55).
- Titles, compound, 52 (46).
- Treatment, uniformity of, 55.
- Tripling a consonant, 51 (44a), 54 (58b).
- Uniformity of treatment, 55.
- Unit modifiers, 52-53 (52-52d).
- Unit modifiers enclosed in quotation marks, 52 (52a).
- Unit modifiers following words modified, 53 (52b).
- Unit modifiers which read back, 53 (52b).
- Units of measurement, compound, 52 (46).
- Words joined to capital letters, 51 (44c).

## ABBREVIATIONS

- Abbreviations in common use, 90 (74).
- Abbreviations take form of symbols, 87 (59a).
- Abbreviations used after names, 89 (67b).
- a. m.*, *p. m.*, etc., 91 (78).
- Art.*, *fig.*, *pt.*, *sec.*, *vol.*, etc., 89 (68).
- Avenue*, *boulevard*, etc., where abbreviated, 88 (62).
- Bro.*, *Bros.*, etc., 89 (66).
- Building*, etc., where abbreviated, 88 (62).
- Capitalization of abbreviations, 87 (59).
- Christian names, 88 (65).
- Civil, military, or naval titles, 89 (67).
- Common abbreviations, 90 (74).
- Compass directions, 91 (75).
- Congress* and *session*, where abbreviated, 90 (69).
- Congress, terms relating to, 90.
- Contents, tables of, regarded as text, 87.
- Corporation* not abbreviated, 89 (66).
- Cut-in side heads regarded as text, 87.
- Descriptions of tracts of land, 88 (64).
- Dollar mark, pound mark, etc., 93 (81).
- Foreign countries, 88 (61a).
- Fort*, *port*, etc., not abbreviated, 88 (63).
- Gravity and temperature, 91 (77).
- Hyphenation of abbreviations, 87 (59).
- Inc.*, *Ltd.*, etc., 89 (66).
- Indexes regarded as text, 87.
- Insular possessions, 88 (61a).
- Land descriptions, 88 (64).
- Latitude* and *longitude*, where abbreviated, 91 (76).
- List of common abbreviations, 90 (74).
- Ltd.*, *Inc.*, etc., 89 (66).
- Metric abbreviations, 92 (79).
- Metric-system abbreviations, periods omitted after, 87 (59b).
- Midnight*, abbreviation for, 91 (78).
- Money abbreviations and symbols, 93 (81).
- Months, where abbreviated, 90 (72).
- Names and titles, 88.
- Noon*, abbreviation for, 91 (78).
- Parts of publications, 89 (68).
- Periods omitted after abbreviated compass directions, 87 (59b).
- Periods omitted after metric-system abbreviations, 87 (59b).
- Port*, *fort*, etc., not abbreviated, 88 (63).
- Pound mark, dollar mark, etc., 93 (81).
- Publications, parts of, 89 (68).
- Railroad* and *railway*, where abbreviated, 89 (66a).
- Rev. Stat.*, *Stat. L.*, etc., 90 (71).
- Signatures, forms of names in, 88 (65b).
- States, forms of abbreviations, 87 (61).
- Steamship*, where abbreviated, 89 (66a).
- Street*, *avenue*, etc., where abbreviated, 88 (62).
- Tables of contents regarded as text, 87.
- Temperature and gravity, 91 (77).
- Terms of measure, 91-92 (75-80).
- Terms relating to Congress, 90.
- Territories, 88 (61a).
- Time, units of, 92 (80).
- Titles, civil, military, or naval, 89 (67).
- United States*, when abbreviated, 87 (60).
- Units of time, weight, and measure, 92 (80).
- Weight and measure units, 92 (80).



## NUMERALS

Age, 95 (83).  
 Astronomical time, 95 (83).  
 Biblical citations, 97 (84c).  
 Bonds, expressions in connection with, 96 (83).  
 Built-up fractions used in text, 97 (86).  
 By and *x* used in dimensions, 96 (83).  
 Caliber of guns and projectiles, how expressed, 95 (83).  
 Chemical formulas, figures used in, 97 (85).  
 Ciphers, when used before and after decimal point, 95 (83).  
 Clock time, how expressed, 95 (83).  
 Colon, how used in clock time, 95 (83).  
 Colon, when used in proportion, 96 (83).  
 Comma not used in expressions of time, 96 (83).  
 Comma not used in figures, when, 95 (82).  
 Comma not used in serial numbers, 97 (84c).  
 Comma, when used in figures, 95 (82).  
 Commercial *c*, how used, 96 (83a).  
 Consecutive years, how expressed, 95 (83).  
 Dates, 95 (83).  
 Decimals, how expressed in text, 95 (83).  
 Degree mark and other symbols, how used, 95 (83), 96 (83a).  
 Degree mark, when and how used, 96 (83a).  
 Degrees, etc., 95 (83), 96 (83a).  
 Distance, how expressed, 96 (83).  
 En dash, when used in dates, 95 (83).  
 En dash, when used in proportion, 96 (83).  
 Enumerations, 96-97 (84), 98 (90).  
 Enumerations as unit modifiers, when spelled, 96 (83).  
 Enumerations less than 10, when spelled, 98 (90c).  
 Enumerations preceding compound modifiers, 98 (90a).  
 Exceptions to use of comma in figures, 95 (82).  
 Exceptions to use of figures in expressing time, 96 (83).  
 Exceptions to use of figures in unit modifiers, 95 (83).  
 Expressions of time, comma omitted in, 96 (83).  
 Figure fractions used as unit modifier, 97 (87).  
 Figures denoting vision, how expressed, 96 (83).  
 Figures, how used in colloquial expressions, 96 (83).  
 Figures in chemical formulas, how used, 97 (85).  
 Figures spelled out, when, 96 (84a).  
 Figures under 10 spelled, when, 96 (84a).  
 Figures used for mathematical expressions, 96 (83).  
 Figures, when used in unit modifiers, 96 (83).  
 Foreign money, symbols used for, 96 (83).  
 Fractions, common, 97 (86).  
 Fractions, spelled, 98 (90c).  
 Fractions standing alone, 98 (94).  
 Fractions used in degrees, how expressed, 95 (83).  
 Fractions used in unit modifiers, 96 (83).  
 Greek  $\mu$  used as symbol, 96 (83a).  
 Groups of enumerations within a sentence, 96 (84a).  
 Indefinite enumerations, 98 (90b).  
 Inferior figures in chemical formulas, 97 (85).  
 Isolated figures of 10 or over, 97 (84b).  
 Latitude and longitude, how expressed, 95 (83), 96 (83a).  
 Legal citations, 97 (84c).  
 Market quotations, how expressed, 96 (83).  
 Mathematical expressions, use of figures in, 96 (83).  
 Measurements, figures used for, 96 (83).  
*Million* and similar terms spelled, 98 (91).  
 Money symbols, 96 (83).  
 Nails, sizes, 96 (83).  
 Number following a colon, 97 (88).  
 Numbers beginning a sentence, 97 (88).  
 Numbers larger than 1,000, how spelled, 98 (89a).  
 Numbers spelled out, 97.  
 Omit ciphers after decimal point, when, 95 (83).  
 Ordinal numbers, how used in dates, 95 (83).  
 Ordinal numbers spelled, 98 (90d).  
 Page numbers, 97 (84c).  
 Patent numbers, comma not used, 97 (84c).  
 Percentage, how expressed, 96 (83).  
 Proportion, figures used in, 96 (83).  
 Quantities and measurements, 95-96 (83).  
 Related numbers, 98 (92).  
 Round numbers, 98 (93).  
 Serial numbers, 97 (84c).  
 Serious and dignified subjects, numbers spelled, 97 (89).

Shilling mark and full-sized figures may be used, when, 97 (86).  
 Sizes of nails, how expressed, 96 (83).  
 Sizes of yarns and threads, how expressed, 96 (83).  
 Specific gravity, how expressed, 95 (83).  
 Street and avenue numbers, 97 (84c).  
 Sums of money, how expressed, 96 (83).  
 Superior letters, when used in clock time, 95 (83).  
 Symbols, how used in dimensions, 96 (83, 83a).  
 Symbols used with figures, 96 (83, 83a).  
 Telephone numbers, 97 (84c).  
 Threads and yarns, how to express sizes, 96 (83).  
 Time, how expressed, 96 (83).  
 Use of *by* and *x* in dimensions, 96 (83).  
 Use of cipher denoting exact measurement, 95 (83).  
 Use of comma in dates, 95 (83).  
 Use of comma in figures, 95 (82).  
 Use of figures in market quotations, 96 (83).  
 Use of figures in unit modifiers, 96 (83).  
 Vision, how expressed, 96 (83).  
 Weights and measures, how expressed, 96 (83).  
 Yarns and threads, how to express sizes, 96 (83).  
 Year not repeated, where, 95 (83).  
 Years, sums of money, etc., at beginning of sentence, 97 (88).

## SYMBOLS

Chemical symbols, 99 (96).  
 Equations, mathematical, 99 (95a).  
 Letter symbols, 99 (95).  
 Mathematical equations, 99 (95a).  
 Standardized symbols, 99 (97, 98).

## PUNCTUATION

Abbreviations, apostrophes omitted in, 102 (100).  
 Abbreviations, periods not used after certain, 107 (114g).  
 Abbreviations, periods used after, 107 (114g).  
 Address, complimentary, colon used after, 102 (104b).  
 Apostrophe, 101-102 (99, 100).  
 Apostrophe used to form possessive case, 102 (99c).  
 Apostrophes omitted in abbreviations, 102 (100).  
 Asterisks used to denote an ellipsis, 105 (109).  
 Biblical citations, colon used in, 103 (104e).  
 Box heads, periods omitted after, 108 (115b).  
 Braces, use of, 102 (101).  
 Bracket, single, used in indexes and poetry, 102 (103).  
 Brackets used to indicate corrections, interpolations, etc., 102 (102a).  
 Center heads, periods omitted after, 103 (115b).  
 Citations and references in parentheses, 107 (113, 113a).  
 Clock time, colon used in, 102 (104d).  
 Colon, 102-103 (104-104g).  
 Colon used to formally introduce matter that follows, 102 (104c).  
 Comma, 103-104 (105-106d).  
 Comma omitted in dates, 104 (106a).  
 Commas omitted wherever possible without danger of ambiguity, 104 (106d).  
 Conjunctions, commas used before, 104 (105i, 105j).  
 Contraction indicated by apostrophe, 101 (99a).  
 Credit line, dash used before, 105 (107g).  
 Dash, 104-105 (107a-108b).  
 Dash not used at beginning of line 105 (108a).  
 Dash used with question mark, 105 (107e).  
 Dates, commas omitted in, 104 (106a).  
 Ellipsis, 105 (109).  
*Entitled, termed, etc.*, matter following, quoted, 108 (117b).  
 En dash used in absence of word *to*, 105 (107j).  
 En dashes in combinations of letters, figures, etc., 105 (107j).  
 Equal space each side of colon, 102 (104d), 103 (104f).  
 Exclamation point, 106 (110).  
 Extracts indented or set in smaller type not quoted, 109 (118).  
 Extracts, solid, in leaded matter, not quoted, 109 (118).  
 Figures, commas in, 103 (105h).  
 Figures, letters, etc., plurals of, 101 (99b).  
 Figures, superior, commas omitted between, 104 (106c).



## PUNCTUATION—Continued

Footnote reference follows quotation marks, 109 (120).  
 Full space after colon, 103 (104e).  
 Hyphens used between letters of a spelled word, 106 (111c).  
 Indented extracts not quoted, 109 (118).  
 Interjections *O* and *oh*, 106 (110a, 110b).  
 Interruption indicated by 2-em dash, 105 (107b).  
 Introductory lines, colons used after, if subentries follow, 103 (104g).  
 Legends, periods used after, 107 (114h).  
 Letters, figures, etc., en dash used in combinations of, 105 (107f).  
 Letters, figures, etc., plurals of, 101 (99b).  
 Letters, quotation marks not used to enclose, 109 (118).  
 Line of stars, 105 (109).  
 Multiplication, period used to indicate, 107 (114i).  
*O* and *oh*, how used, 106 (110a, 110b).  
 Omission of words, comma used to indicate, 103 (105e).  
 Omitted matter indicated by brackets, 102 (102b).  
 Organization, comma used between name and number of, 104 (105m).  
 Parentheses, use of, 106 (112a-112c).  
 Period used to indicate multiplication, 107 (114i).  
 Period, use of, 107 (114).  
 Period, where omitted, 108 (115).  
 Periods not used after certain abbreviations, 107 (114g).  
 Periods used after abbreviations, 107 (114g).  
 Periods used after legends, 107 (114h).  
 Periods used to denote an ellipsis, 105 (109), 107 (114d).  
 Periods, where used after run-in side heads, 107 (114e).  
 Periods, where used after words set in columns, 107 (114f).  
 Plurals of letters, figures, etc., 101 (99b).  
 Poetry, how quoted, 109 (121).  
 Possessive case indicated by apostrophe, 102 (99c).  
 Proportion, colons used in, 103 (104f).  
 Punctuation marks outside of quotation marks, 109 (119).  
 Punctuation, single, 110 (124).  
 Question mark, 108 (116).  
 Quotation marks, 108 (117).  
 Quotation marks inside of punctuation marks, 109 (119).  
 Quotation marks not borne off from adjacent characters, 109 (117e).  
 Quotation marks not used to enclose certain extracts, 109 (118).  
 Quotation marks not used to enclose complete letters, 109 (118).  
 Quotation marks precede footnote reference, 109 (120).  
 Quotation marks used to enclose slang expressions, 109 (117d).  
 Quotation marks, use of, limited, 109 (117c).  
 References and citations in parentheses, 107 (113, 113a).  
 Roman numerals, periods omitted after, 108 (115a).  
 Semicolon, use of, 110 (122).  
 Serial numbers, commas omitted in, 104 (106b).  
 Short, direct quotation, comma used before, 103 (105b).  
 Signature, dash used before, 105 (107g).  
 Single punctuation, 110 (124).  
 Slang expressions, use of quotation marks, 109 (117d).  
*So-called*, *known as*, etc., matter following, not always quoted, 108 (117b).  
 Solid extracts in leaded matter not quoted, 109 (118).  
 Spelled words, how printed, 106 (111c).  
 Stars, line of, 105 (109).  
 Superior figures or letters, commas omitted between, 104 (106c).  
 Supplemental clause preceded by a colon, 102 (104a).  
 Time, clock, colon used in, 102 (104d).  
 Title, comma used between name of organization and, 104 (105f).  
 Titles, etc., following names, commas used before, 103 (105f).  
 Words set in columns, periods omitted after, 107 (114f).

## TABULAR WORK

Abbreviated units of quantity in stub, 115 (168).  
 Abbreviation *do.*, where used, 114 (161).  
 Abbreviations, 111.  
 Abbreviations in center heads, 113 (142).  
 Abbreviations may be used, when, 119 (210).  
 Abbreviations used in footnotes, 117 (191).  
 Abbreviations used to save overruns, 111 (126).  
 Aircraft and vessels, names of, how set, 117 (197).  
 Alinement of figures in figure columns, 115 (174).  
 Alinement of months and figures in date columns, 114 (155).  
 Alinement of words and dashes in double money columns, 115 (171).  
 Arrangement of footnotes to parallel tables, 116 (182).  
 Arrangement of footnotes to table and text at bottom of page, 116 (186).  
*Article*, *section*, etc., when abbreviated, 111 (125b).  
 Asterisks, etc., used for footnote references, 116 (180).  
*Avenue*, etc., when abbreviated, 111 (125a).  
 Bear-off either side of parallel rule in double-up table, 115 (173).  
 Bear-off in date and reading columns, 111 (128).  
 Bear-off not used before certain reference marks 116 (180).  
 Bear-off of figures in tables in rules, 118 (207).  
 Bear-off omitted, when, 111 (128).  
 Bear-off used above and below box head, 112 (131).  
 Bear-off used in 8-point tables, 112 (140).  
 Blank lines followed, when, 111 (129).  
 Blank lines omitted, 111 (129).  
 Bold-faced *do.* not used, 114 (162).  
 Box heads containing two lines, how set, 112 (137).  
 Box heads in parallel tables, how set, 112 (138).  
 Box heads set crosswise, 112 (133).  
 Box heads 10 ems or over, 112 (132).  
 Box heads under 10 ems, 112 (132).  
 Box heads, when run up, 112 (133).  
 Braced groups, *do.* under, 114 (164).  
 Braces, where placed in columns, 112 (141).  
*Building*, when abbreviated, 111 (125a).  
 Capitalize *do.*, where, 114 (161).  
 Center head, flush entry, or subentry carried to second part of double-up table, 115 (172).  
 Center heads in figure columns, how set, 113 (146).  
 Center heads over parallel tables, how set, 113 (142).  
 Center heads over tables, when leaded, 113 (142).  
 Cipher at left of decimal, when used, 113 (148).  
 Cipher before decimal in mixed units, 113 (148).  
 Cipher used alone in money or decimal column, where placed, 113 (148).  
 Ciphers omitted in money columns consisting entirely of even dollars, 113 (149).  
 Clears and indentions, bear-off not included in, 111 (128).  
 Clears for decimals to be indicated by copy preparer, 116 (179).  
 Colon, when used after entries and subentries, 113 (143).  
 Column consisting of units of quantity, 118 (209a).  
 Columns containing both dollars and cents, ciphers in, 113 (149).  
 Columns of dates considered reading columns, when, 114 (157).  
 Columns of single or double years, 114 (160).  
 Columns of tracing figures, how considered, 114 (161).  
 Comma not used between references, 116 (183).  
 Compound boxes, how set, 112 (136).  
 Continued heads, how set, 113 (150, 150a, 151).  
*Continued*, how abbreviated, 113 (150).  
*Continued*, when not set in roman, 113 (151).  
*Continued*, when used in parallel tables, 118 (202).  
 Contractions and abbreviations, how used in tabular work, 111 (125-125b).  
 Copy preparer to indicate clear, 117 (195).  
 Cross rules, decimals under, 113 (148).  
 Cross rules, dollar mark repeated under, 115 (170).  
 Cross-reference used instead of repeating footnote, 116 (181).  
 Crowded tables, how set, 115 (174).  
 Daggers, etc., used for footnote references, 116 (180).  
 Dash, when used after box head, 112 (130).  
 Dash, when used instead of colon after entry or subentry, 113 (143).  
 Dashes and words, alinement of, in double money columns, 115 (171).

- Dashes, etc., in double figure columns, 115 (175).  
 Dashes or rules not used in reading or date columns, 114 (153).  
 Dashes, parallel, when used, 114 (154).  
 Date column not reading column, 114 (157).  
 Date columns, width of, 114 (155).  
 Dates, how set in standard date column, 114 (155).  
 Decimal points aligned, 116 (179).  
 Decimals and fractions in figure column, how set, 116 (178).  
 Divided tables, figures against in, 115 (174).  
*Do.* does not include reference mark, 114 (163).  
*Do.* not used in figure column, 114 (162).  
*Do.* not used under center heads, 114 (162).  
*Do.* not used under figures or figures and letters, 118 (203).  
*Do.* under braced group, 114 (164).  
*Do.* under indented item, how set, 115 (167).  
*Do.*, use of, in date columns, 114 (156, 161).  
*Do.*, when not used under unit of quantity, 115 (168), 118 (209).  
*Do.*, when used under unit of quantity, 115 (168).  
*Do.*, where capitalized, 114 (161).  
*Do.*, where lower-cased, 114 (161).  
*Do.*, where preceded by leaders, 114 (161).  
*Do.*, where used, 114 (161).  
*Do.*'s should be uniform, 114 (161).  
 Dollar mark, how used in double money column, 115 (171).  
 Dollar mark not repeated, 115 (170).  
 Dollar mark, where and how used, 115 (170).  
 Double and/or single years in columns, 114 (160).  
 Double money columns, use of dollar mark in, 115 (171).  
 Double-up tables, how set, 115.  
 Eight-point table with 6-point box head, how set, 112 (140).  
 Em fractions, where placed, 117 (195).  
 Em-quad bear-off used in box head, 112 (131).  
 En comma, use of, in date columns, 114 (155).  
 En fractions, when and how used, 117 (195).  
 Explanatory paragraph to table, where placed, 117 (194).  
 Extra space above center heads in reading and date columns, when omitted, 113 (144).  
 Extra space below center head in reading column, when omitted, 113 (145).  
 Figure columns, 115.  
 Figures bear off in tables in rules, 118 (207).  
 Figures in parentheses in figure columns in tables set "Figs. ag.", 115 (174).  
 Figures or combinations of letters and figures in stub, how set, 118 (203).  
 Figures or words used in date columns, 114 (157).  
 Figures, use of, in center heads, 113 (142).  
 Figures used for footnote references, 116 (180).  
 First and last columns, *do.* used in, 114 (161).  
 Flush entries and subentries, how set, 113 (143).  
 Flush items, how set in double-up tables, 115 (172).  
 Follow blank lines when prepared, 111 (129).  
 Fractions, 117.  
 Fractions and decimals in figure column, how set, 116 (178).  
 Fractions, how set in tables in rules, 118 (207).  
 Fractions placed against rule, 117 (195), 118 (207).  
 Fractions standing alone, 117 (192, 195a).  
 Footnote consisting entirely or partly of table, 117 (193).  
 Footnote not repeated, cross-reference used when, 116 (181).  
 Footnote reference placed at left of date in date column, 116 (183).  
 Footnote reference standing alone in figure or date column, how set, 116 (184).  
 Footnote references in columns of single and/or double years, 114 (160).  
 Footnote references in date columns, where placed, 114 (158).  
 Footnote references in heads not repeated, 113 (151).  
 Footnote references in tables, figures used for, 116 (180).  
 Footnote references numbered consecutively, 116 (182).  
 Footnote references standing alone in reading column, 116 (184).  
 Footnote references, where placed in tabular matter, 116 (183).  
 Footnotes, how set, 116 (187, 189, 190).  
 Footnotes set half measure in wide tables, 116 (188).  
 Footnotes set same style as table, 117 (192).  
 Footnotes to parallel tables, how arranged, 116 (182).  
 Footnotes to tables and text at bottom of page, arrangement of, 116 (186).  
 Footnotes to tables, where placed, 116 (185).  
 Given names of persons, how used in tabular work, 111 (126).  
 Headnotes above tables, how set, 117 (196).  
 Headnotes and footnote references repeated when necessary, 113 (151).  
 Headnotes not always repeated, 117 (196).  
 Heads centered in boxes, 112 (132).  
 Heads in date columns, 114 (159).  
 Heads over parallel tables, how set, 118 (202).  
 Heads set flush and hanging indentation when more than two lines, 112 (132).  
 Indentation, extra, to prevent conflict with subordinate item, 118 (201).  
 Indentation in reading column in addition to bear-off, 118 (204).  
 Indentation of *do.* in first and last column, 115 (166, 167).  
 Indentation of *do.* under indented item, 115 (167).  
 Indentation of *Total*, 118 (208).  
 Indentation used in run-up heads, 112 (134).  
 Introductory paragraph to footnote table, 117 (193).  
 Inverted commas used instead of *do.*, 115 (160).  
 Italic *do.* not used, 114 (162).  
 Last column, *do.* used in, 114 (161).  
 Last word in leader line, bear-off allowed, 118 (205).  
*Latitude* and *longitude*, when abbreviated, 111 (125b).  
 Leader from bottom line, when to, 117 (199).  
 Leader from top line, when to, 117 (199).  
 Leaders and clear lines below center heads, 113 (145).  
 Leaders following footnote reference, 111 (127).  
 Leaders not used before *do.*, 114 (165).  
 Leaders, number of, used before *do.* in inside column, 115 (166, 167).  
 Leaders, when used in figure columns, 113 (149).  
 Leaders, where omitted, 117 (198).  
 Leaders, where used in table, 117 (198).  
 Legal cases, titles of, how set, 117 (197).  
 Letter-spaced words, 117 (200).  
 Letters and symbols in figure column, how set, 116 (177).  
 Letters, asterisks, etc., used for footnote references, 116 (180).  
 Letters or figures used in reading column, how set, 118 (203).  
 Lower-case *do.*, where used, 114 (161).  
 Maker-up to make bear-off uniform, 117 (195).  
 Maker-up to transpose space in continued or double-up tables, 116 (179).  
 Minus or plus signs at left of figures, 115 (176).  
 Minus or plus signs at right of figures, 115 (176).  
 Mixed units, decimals in, 113 (148).  
 Mixed units in figure column, how set, 116 (178).  
 Money columns, ciphers used in, 113 (148, 149).  
 Money columns containing even dollars, 113 (149).  
 Month cleared in date column, 114 (156).  
 Months not abbreviated, 111 (125).  
 Months, when abbreviated, 111 (125).  
 Names of persons, when abbreviated, 111 (126).  
 Names of vessels and aircraft, how set, 117 (197).  
 None or cipher in figure column, 113 (149).  
 Notes above tables, how set, 117 (196).  
 Notes over tables not repeated, 113 (151), 117 (196).  
 Notes referring to tables, how set, 116 (187, 189, 190).  
 Notes wider than document, how set, 116 (188).  
 Number, when spelled, 112 (139).  
 Numbered streets, avenues, etc., how expressed, 118 (206).  
 Numbers clear fractions, 117 (195).  
 Numbers, how expressed in footnotes, 117 (192).  
 Numbers in columns with fractions, 117 (195).  
 Numerical terms, including streets, etc., how expressed, 118 (206).  
 Omit blank lines unless prepared, 111 (129).  
 Overruns, how set, 118 (201).  
 Page-width cross rules in tables, 113 (147).  
 Paragraph, explanatory, to table, where placed, 117 (194).  
 Parallel dashes, use of, 114 (154).  
 Parallel rule, use of, in double-up table, 115 (173).  
 Parallel tables, 118.  
 Parallel tables, heads over, 113 (142).  
 Parentheses, figures in, in figure columns, 115 (174a).



## TABULAR WORK—Continued

Parts of publications followed by figures, 111 (125b).  
 Periods not used after abbreviations when followed by leaders, 111 (127).  
 Periods omitted in box heads, 112 (130).  
 Periods used after abbreviation followed by footnote reference, 111 (127).  
 Peso mark, where and how used, 115 (170).  
 Plus or minus signs at left of figures, 115 (176).  
 Plus or minus signs at right of figures, 115 (176).  
 Plus or minus signs used in double rows of figures, 115 (175).  
 Pound mark, how used, 115 (170).  
 Preparers to indicate clear for decimals, 116 (179).  
 Punctuation after center heads omitted, 113 (143).  
*Railroad and Railway* following name, 111 (125b).  
 Reading columns, indentation in, 118 (204).  
 Reference character placed at right of date, 116 (183).  
 Reference character standing alone in date or figure column, how set, 116 (184).  
 Reference figures and letters in columns of single and/or double years, 114 (160).  
 Reference figures, letters, etc., in tables, where placed, 116 (183).  
 Reference figures or letters in date columns, 114 (158).  
 Reference mark is repeated where needed, 114 (163).  
 Reference, when repeated on another page, 116 (181).  
 References standing alone in reading column, 116 (184).  
 References to footnotes, how numbered, 116 (182).  
 Roman numerals and words in figure columns, how set, 116 (177).  
 Rules used instead of dashes, 114 (152).  
 Run-up heads, how set, 112 (134).  
 Same abbreviations in footnotes as in tables, 117 (191).  
 Scientific terms set in italic, 117 (197).  
*See and see also*, how set, 117 (197).  
 Series of short footnotes, how arranged, 116 (187).  
 Single and double or triple box heads, 112 (135).  
 Single and/or double years in columns, 114 (160).  
 Single subentry after flush entry, 113 (143).  
 Single subentry under colon, how set, 118 (204a).  
 Space above center heads in reading and date columns, 113 (144).  
 Space below center heads in reading columns, when used, 113 (145).  
 Spacing single and double box heads, 112 (135).  
 Specimen table, 119.  
*Square, road*, etc., abbreviated, 111 (125a).  
 Standard date column not reading column, 114 (157).  
 Standard date columns, width of, 114 (155).  
*Steamship* preceding name, 111 (125b).  
*Street, avenue*, etc., abbreviated, 111 (125a).  
*Street, avenue*, etc., numbered, how expressed, 118 (206).  
 Subentries, how set, 113 (143).  
 Subentry, single, how set, 118 (204a).  
 Subheads between page-width cross rules in tables, 113 (147).  
 Supply word *Total* when necessary, 118 (208).  
 Symbols and letters in figure column, how set, 116 (177).  
 Table set "Figs. ag.", 111 (128), 115 (174).  
 Table, when part of or entirely a footnote, how set, 117 (193).  
 Tables in rules, 118.  
 Tables in rules consisting entirely of figure columns, 118 (207).  
 Tables leader from bottom line if one reading column, 117 (199).  
 Tables with tracing figures leader from top line, 117 (199a).  
 Thin-space bear-off not used before certain reference characters, 116 (180).  
 Three-line run-up head, how set, 112 (134).  
 Titles of legal cases, how set, 117 (197).  
*To* used in double figure column, 115 (175).  
 Total lines, indentation of, 118 (208).  
*Total* to be supplied when necessary, 118 (208).  
 Tracing column considered first column, 114 (161).  
 Tracing figures and/or stub, when repeated, not parallel table, 118 (202a).  
 Two-line run-up head, how set, 112 (134).  
 Two or more references occurring together, how set, 116 (183).

Uniform bear-off in continued and double-up tables, 116 (179), 117 (195).  
 Uniformity of *do.*'s throughout column, 114 (161).  
*United States*, when abbreviated, 111 (125b).  
 Units of quantity and other words over figure columns, how set, 118 (210).  
 Units of quantity in 8-point table, how set, 112 (140).  
 Units of quantity in stub, *do.* used under, 115 (168).  
 Units of quantity in stub, how set, 118 (209).  
 Units of quantity over figures, when used, 119 (211).  
 Use of abbreviations and figures in center heads, 113 (142).  
 Use of braces in tables, 112 (141).  
 Use of ciphers under *Fl. in.*, £ s. d., etc., 113 (149).  
 Use of colon after flush entries and subentries, 113 (143).  
 Use of *do.* in date columns, 114 (156, 161).  
 Use of dollar mark in mixed columns, 115 (170).  
 Use of word *continued* in box heads of parallel tables, 118 (202).  
 Vessels and aircraft, names of, 117 (197).  
 Whole numbers in columns with fractions, how set, 117 (195).  
 Word *continued* in heads, when lower-cased, 113 (150).  
 Word *continued* used in box heads, 112 (138).  
 Words and roman numerals in figure columns, how set, 116 (177).  
 Words, dashes, or other symbols used in double figure column, 115 (175).  
 Words letter-spaced, 117 (200).  
 Words or figures used in date columns, 114 (157).  
 Years centered in date columns, how set, 114 (159).  
 Years used as center heads in figure and date columns, 113 (146).

## LEADER WORK

Arrangement of text and leader-work footnotes, 122.  
 Colon lines continued, 121 (214).  
 Continued heads, 121 (214).  
*Do.*, how used, 121 (215).  
 Dollar mark, use of, in columns containing mixed amounts, 121 (216a).  
 Dollar mark, where used, 121 (216).  
 Figure columns, width of, 121 (212).  
 Flush items clear figure column, 121 (217).  
 Footnote references begin with 1 in each statement, 121 (218).  
 Footnotes printed at end of statement, 121 (218).  
 Footnotes to leader work and text, how treated, 121 (218).  
 Indexes and tables of contents same style as text, 121.  
 Leader work, in general, same style as tabular work, 121.  
 Miscellaneous examples, 122 (220).  
 Reading column as last column, 121 (213).  
 Subheads which extend to figure column, 121 (217).  
 Units of quantity, how printed, 122 (219).  
 Words over stubs or figure columns, 122 (219).

## DATE LINES, ADDRESSES, AND SIGNATURES

Addresses, examples, 124-125 (228-230).  
 Date lines, examples, 123-124 (225-227).  
 Dates on newspaper extracts, 124 (227).  
 General addresses, 125 (230).  
 General instructions, 123 (221-224).  
 Indentions in measures wider than document, 125 (232).  
 Leads used in connection with dates, addresses, and signatures, 123 (224).  
 Long title following signature, 126.  
 More than eight signatures run in, 125 (235).  
*Mr., Mrs., Esq., Jr.*, etc., in addresses and signatures, 123 (222).  
 Name and title two lines, when, 125 (234).  
 Newspaper extracts, dates on, 124 (227).  
 Signatures, examples, 126-127 (235, 236).  
 Spacing of address and signature lines, 123 (223).

## ITALIC

Aircraft and vessels, how set, 129 (238).  
 Brackets and parentheses, how set, 130 (243).  
 Certain scientific terms not printed in italic, 129 (240).

Certain scientific terms set in italic, 129 (240).  
 Chemical and certain other symbols, 130 (242).  
 Emphasis, italic not used for, 129 (237).  
 Genera, subgenera, etc., how printed, 129 (240).  
 Italic not used for emphasis, 129 (237).  
 Legal cases, how set, 129 (239).  
 Letter symbols used in legends, drawings, etc., 130 (241a).  
 Letter symbols, when capitalized, 130 (241a).  
 Marks of punctuation to match, 130 (243).  
 Mathematical equations, symbols used in, 130 (242).  
 Names of vessels and aircraft, how set, 129 (238).  
 Names of vessels and aircraft, when quoted, 129 (238a).  
*Ordered*, etc., how printed, 129 (241).  
 Parentheses and brackets not italicized, 130 (243).  
*Provided*, etc., how printed, 129 (241).  
 Punctuation marks match type, 130 (243).  
*Resolved*, etc., how printed, 129 (241).  
 Scientific terms, certain, not printed in italic, 129 (240).  
 Scientific terms, certain, set in italic, 129 (240).  
 Symbols not italicized, 130 (242).  
 Symbols used in mathematical equations, 130 (242).  
 Titles of legal cases, 129 (239).  
 Vessels and aircraft, when set in roman, 129 (238).  
 Words and letters, 129.

### FOL., FOL. LIT., ETC.

Abbreviations do not close up in "Fol. lit." copy, 131 (245a).  
 "Bill style", copy marked, 131 (247).  
 Compounding to be followed in "Fol." copy, 131 (244).  
 Copy marked "Bill style", 131 (247).  
 Copy marked "Fol.", 131 (244).  
 Copy marked "Fol. lit.", 131 (245).  
 Copy marked "Reprint", 131 (246).  
 "Fol.", copy marked, 131 (244).  
 "Fol., incl. punc." copy, 131 (245a).  
 "Fol. lit.", copy marked, 131 (245).  
 "Fol. lit." does not include closing up abbreviations, 131 (245a).  
 Mr. and Mrs. in copy marked "Bill style", 131 (247).  
 Preparation, copy that bears no, how treated, 131 (248).  
 Punctuation in copy marked "Bill style", 131 (247).  
 Quotation marks, position of, followed in "Fol. lit." and "Fol., incl. punc." copy, 131 (245a).  
 "Reprint", copy marked, 131 (246).  
 Unit modifiers, form of, followed in "Fol." copy, 131 (244).  
 Unprepared copy, 131 (248).

### COURT WORK

Abbreviations and figures in titles of cases, 134 (274).  
 Abbreviation of *versus* in court records, 133 (258).  
 Apostrophe used to indicate omission of letters in court records, 133 (259).  
 Brief captions, sample, 136.  
 Brief covers, sample, 136.  
 Briefs, decisions, and opinions, Court of Claims and other courts, 134 (265-281).  
 Capitalization followed in court records, 133 (252).  
 Capitalization of titles of cases, 134 (273).  
 Caption, sample, Court of Claims transcripts of evidence, 137.  
 Caption, sample, transcripts of record, 137.  
 Captions for briefs, sample, 136.  
 Cases, titles of, in court records, 133 (258).  
 Circuit courts of appeals opinions, sample, 139.  
 Citations, parenthetical, 135 (276).  
 Citations, single-line, period used at end, 135 (277).  
 Compounding followed in court records, 133 (252).  
 Copy followed literally in court records, 133 (252).  
 Copy preparers to make only necessary marks on copy for court records, 134 (262).  
 Court of Claims transcripts of evidence, 134 (267).  
 Court of Claims transcripts of evidence, sample caption, 137.  
 Court records, 133 (249-264).  
 Covers for briefs, sample, 136.  
 Cut-in folios, 133 (250).  
 Cut-in folios not to be indicated on copy for court records, 134 (262).

District of Columbia Court of Appeals opinions, sample, 138.  
 Doublets in court records, 133 (256).  
*Endorsement on cover*, folio not used opposite, 133 (251).  
 Errors, italic used to indicate, in court records, 133 (255).  
 Errors, manifest, to be corrected in court records, 133 (253).  
 Examples, 134-135 (275, 275a).  
*Ethibil*, when capitalized, 135 (279).  
 Extracts in footnotes in 12-point briefs, 135 (280).  
 Figures and abbreviations in titles of cases, 134 (274).  
 "Fol., incl. caps" general style for briefs, opinions, etc., 134 (265, 265a).  
 Folios, cut-in, 133 (250).  
 Footnotes in 12-point briefs, 135 (280).  
 Footnotes to indented matter in briefs, 135 (280).  
 Indian names, use of hyphens and spaces in, 134 (268).  
 Interstate Commerce Commission, reports of, 135 (282).  
 Italic used to indicate errors in court records, 133 (255).  
*Italics ours* in brackets, 135 (276).  
 Jacket numbers not to be stamped on copy for court records, 134 (262).  
 Manifest errors to be corrected in court records, 133 (253).  
 Marks to be erased from copy of court records, 134 (262).  
 Names of vessels in court records, 133 (257).  
 Numbered questions, 134 (272).  
 Opinions, circuit courts of appeals, sample, 139.  
 Opinions, District of Columbia Court of Appeals, sample, 138.  
 Parenthetical citations, 135 (276).  
 Possessive forms, singular and plural, referring to the United States, 134 (270).  
 Preparers' instruction sheets for court records, information shown on, 134 (263).  
 Q. and A. matter, paragraphs in, 133 (249).  
 Quad, 3-em, used to indicate omission of words in court records, 133 (260).  
*Question and answer*, how used in briefs, opinions, etc., 134 (271).  
 Questions, numbered, 134 (272).  
 Records, Supreme Court and other courts, 133 (249-264).  
 Single-line citations, period used at end, 135 (277).  
 Single punctuation, 134 (266).  
 Singular and plural forms referring to the United States, 134 (270).  
 Spelling in court records, 133 (254).  
 Superior letters not used in abbreviations in briefs and opinions, 134 (269).  
 Supreme Court records, 133 (249-264).  
*The*, capitalization of, in titles of legal cases in court records, 133 (261).  
 Titles of cases in court records, 133 (258).  
 Titles of cases, principal words capitalized, 134 (273).  
 Transcripts of evidence, Court of Claims, 134 (267).  
 Transcripts of record, sample caption, 137.  
 Unit modifiers, form of, followed in court records, 133 (252).  
*Versus*, abbreviation of, in court records, 133 (258).  
 Vessels, names of, in court records, 133 (257).

### MISCELLANEOUS

Abbreviation *etc.*, when used, 142 (297).  
 Abbreviations not divided, 142 (295).  
*And so forth*, when spelled, 142 (297).  
 Asterisk, dagger, etc., used as references, how set, 144 (315a).  
 Caps and small caps or caps and lower-case, words capitalized, 141 (284a).  
 Center and side heads, 141.  
 Center heads, 141 (284).  
 Center heads, how separated from text, 144 (324).  
*Chapter, plate, or figure*, followed by number, in table of contents, 143 (306).  
 Citations in text, 141 (289).  
 Cut-in notes and sidenotes, 144 (320, 321).  
 Dagger, asterisk, etc., used as reference, 144 (315a).  
 Dash and period used after side head, 141 (285).  
 Division of abbreviations, 142 (295).  
 Division of hyphenated words, 141 (291).



## MISCELLANEOUS—Continued

Division of words at end of more than two consecutive lines, 141 (290).  
 Division of words in heads, 141 (286).  
 Division of words in leaded matter, 141 (294).  
 Division of words on one or two letters, 141 (292).  
*Esq.*, *Sr.*, and *Jr.* not separated from name, 142 (296).  
*Etc.*, when used, 142 (297).  
 Examples of indexes, 142 (303).  
 Explanatory paragraph under legends, 143 (308).  
 Extracts, how separated from text, 144 (327).  
 Figure column, width of, in indexes, 142 (302a).  
 Figure followed by letter in parentheses, how set, 143 (314a).  
 Flush heads, how separated from text, 144 (326).  
 Footnotes, how separated from text, 144 (318).  
 Footnotes, how set, 144 (317-319).  
 Footnotes to text, how numbered, 144 (315).  
 Forms used for entries in indexes, 142 (305).  
 Heads set in capitals, how spaced, 141 (287).  
 Heads, uniformity of type for, 141 (283).  
 Hyphenated words, how divided, 141 (291).  
 Illustrations narrower than document, legends for, 143 (308).  
 Increase of indentation of overruns to avoid conflict, 142 (299).  
 Indentation of matter set in smaller type, 142 (301).  
 Indentation of overruns, 142 (299).  
 Indentation of paragraph, 142 (298).  
 Index entries, forms of, 142 (305).  
 Indexes and tables of contents same style as text, 142 (302).  
 Indexes, how set, 142 (303).  
 Initials not divided, 142 (296).  
 Inserts set in smaller type, indentions, 142 (301).  
*Jr.* and *Sr.* not separated from name, 142 (296).  
 Last word on page or next to last line of paragraph not divided, 141 (293).  
 Leaded matter, division of words in, 141 (294).  
 Legends, how set, 143 (308-312).  
 Letter in parentheses following figure, how set, 143 (314a).  
 Letter symbols used in legends, 143 (311).  
 Letters illustrating shapes and forms, 143 (313).  
 Matter set wider than document, indentions in, 142 (300).  
*Mc* and *Mac*, how set in cap or small-cap heads, 141 (288).  
 Numbered paragraphs and subparagraphs, how set, 143 (314b).  
 Numbered paragraphs, how set, 143 (314-314b).  
 Omit periods after center heads, 141 (285).  
 One- or two-letter divisions, 141 (292).  
 Overruns in hanging indentions, 142 (299).  
 Overruns in indexes, 142 (304).  
 Overs to flush heads, how set, 141 (284).  
*Page, paragraph, etc.*, over figures in indexes and tables of contents, 142 (302).  
 Paragraph indentions, 142 (298).  
 Parenthetical citations in text, 141 (289).  
 Period and dash used in run-in heads, 141 (285).  
 Periods omitted after center heads, 141 (285).  
 Periods used after side heads, 141 (285).  
*Plate, figure, or chapter*, followed by number, how set in tables of contents, 143 (306).  
 Plurals of letters illustrating shapes and forms, 143 (313).  
 Position of reference marks in relation to punctuation marks, 144 (315).  
 Reference marks, characters used, 143 (315).  
 Reference marks, position in relation to punctuation marks, 144 (315).  
 Rule used to separate footnotes and text, 144 (318).  
*See* and *see also*, how set in indexes, 142 (302).  
 Shapes and forms, letters illustrating, 143 (313).  
 Side heads, how set, 141 (284).  
 Sidenotes and cut-in notes, how set, 144 (320, 321).  
 Size of type for footnotes, 144 (319).  
 Space between center heads and text, 144 (324).  
 Space between extracts and body of text, 144 (327).  
 Spacing of heads set in capitals, 141 (287).  
 Spacing of text, how governed, 144 (322).  
*Sr.* and *Jr.* not separated from name, 142 (296).  
 Subheads in indexes and tables of contents, 143 (307).  
 Subparagraphs to numbered paragraphs, 143 (314b).

Superior figures used for reference marks, 143 (315).  
 Superior letters, when used for references, 144 (316).  
 Symbols used in legends, 143 (311).  
 Tables of contents and indexes, how set, 142 (302).  
 Text footnotes, how numbered, 144 (315).  
 Text heads set in capitals and leaded, 141 (284).  
 "Two leads", "three leads", etc., meaning of, 144 (325).  
 Two-letter divisions, 141 (292).  
 Two references occurring together, how set, 144 (315).  
 Uniformity of type for heads, 141 (283).  
 Width of figure column in indexes, 142 (302a).  
 Words capitalized in matter set in caps and small caps, 141 (284a).  
 Words not divided in heads, 141 (286).  
 Words over figures in indexes and tables of contents, how set, 142 (302).

## GENERAL INFORMATION

Adjectives and nouns denoting nationality, 150-151.  
 Astronomical signs, 156.  
 Chemical elements, 153.  
 Conversion table, 158.  
 Dimensions of type pages and trim of printed book, 157.  
 Foreign coins, 151-152.  
 Foreign type heights, 157.  
 Geologic terms, 145.  
 Greek alphabet, 156.  
 Increase of text by using leads, 156.  
 Legislative bodies of foreign countries, names of, 148-149.  
 Mathematical signs, 156.  
 Meridians, principal and guide, 147.  
 Metric tables, 154-155.  
 Names of months in five languages, 156.  
 Nationality, nouns and adjectives denoting, 150-151.  
 Number of words and ems to the square inch, 159.  
 Physical divisions of the United States, 145-146.  
 Physiographic terms, 145.  
 Picas reduced to inches, 158.  
 Principal and guide meridians and base lines of the United States, 147.  
 Principal foreign countries with titles of heads of state and names of legislative bodies, 148-149.  
 Roman numerals, 155.  
 Standard set measurements, 159.  
 Standard set measurements, in picas, 157.  
 Titles of heads of foreign countries, 148-149.  
 Weights and measures used in foreign statistics, 154.

## PLANT NAMES

Standardized plant names, 161-166.

## COUNTIES

List of counties, by States, in the United States, 167-175.  
 Orthography of similar county names, 167.

## PATENTS

Abbreviations, 177.  
 Capitalization, 177-178.  
 Capitalization, Official Gazette only, 178.  
 Collective nouns, 182.  
 Compounds, 178-179.  
 Figures in patents and Official Gazette, 179.  
 Formulas and equations, 179.  
 Gothic letters and figures, 179.  
 Italic and roman type, 179.  
 List of common and preferred forms of spelling, 180-182.  
 Miscellaneous, 179.  
 Official Gazette, abbreviations, 177.  
 Orthography, 180.  
 Plurals, 182.  
 Possessives, 182.  
 Punctuation, patents and Official Gazette, 182.  
 Reference letters and figures, 182.  
 Sample application lines, 186.  
 Samples for Gazette work, 183-185.  
 Samples of headings, 185-186.  
 Signatures, 183.

## CONGRESSIONAL RECORD

Addresses and signatures, 194.  
 Brackets and parentheses, 191.  
 Call of the House, 194.  
 Capitalization, 187.  
 Caps and small caps, use of, 189.  
 Congressional proceedings, 197.  
 Contractions, 188.  
 Credits, 195.  
 Extracts, 195.  
 Figures, 188.  
 Forms of speech heads, 196.  
 Forms of titles, 194.  
 General rules, 187.  
 Italic, 188.  
 Joint Committee on Printing, rules of, 187.  
 Miscellaneous, 189.  
 Pairs, 193.  
 Parentheses and brackets, 191.  
 Punctuation, 190.  
 Rules of the Joint Committee on Printing, 187.  
 Speech heads, forms of, 196.  
 Use of caps and small caps, 189.  
 Voting by yeas and nays—Senate and House, 193.  
 Voting in the House and in the Committee of the Whole, 192.

## SENATE

Amendment, third reading, and passage of a bill, 200.  
 Amendments, forms of, 200.  
 Approval of bills—messages from the President, 199.  
 Bills and joint resolution introduced, 198.  
 Bills referred, House, 199.  
 Committees, reports of, 198.  
 Confirmations, 203.  
 Enrolled bills and joint resolutions presented, 198.  
 Executive session, 202.  
 Forms of amendments, 200.  
 House bills referred, 199.  
 House joint resolution referred, 198.  
 House, message from the, 197, 199.  
 Joint resolution referred, House, 198.  
 Joint resolutions and bills introduced, 198.  
 Joint resolutions and enrolled bills presented, 198.  
 Memorials and petitions, 197.  
 Message from the House, 197, 199.  
 Messages from the President—approval of bills, 199.  
 Nominations, 202.  
 Passage of bill, amendment, and third reading, 200.  
 Petitions and memorials, 197.  
 President, messages from—approval of bills, 199.  
 Reading, third, and passage of bill, 200.  
 Recess, 202.  
 Rejection, 204.  
 Reports of committees, 198.  
 Session, executive, 202.  
 Speech, withheld and concluded, 198.  
 Third reading and passage of a bill, 200.  
 Withdrawals, 204.  
 Withheld and concluded speech, 198.

## HOUSE OF REPRESENTATIVES

Absence, leave of, 206.  
 Adjournment, recess, and evening session, 210.  
 Adverse reports, 211.  
 Amendments, 209.  
 Bill, enrolled, signed, 206.  
 Bill referred, Senate, 207.  
 Bills and resolutions, private, 213.  
 Bills and resolutions, public, 212.  
 Bills, pension, 209.  
 Bills presented to the President, 206.  
 Calendar, Private, 206.  
 Change of reference, 212.  
 Committee of the Whole House on the state of the Union, 207.  
 Committees, motion to discharge, 211.  
 Committees on public bills and resolutions, reports of, 211.  
 Communications, etc., executive, 210.  
 Conference report and statement, 207–208.  
 Enrolled bill signed, 206.  
 Evening session, adjournment, and recess, 210.

Executive communications, etc., 210.  
 Leave of absence, 206.  
 Members, swearing in of, 205.  
 Memorials, 212.  
 Message from the President, 205.  
 Message from the Senate, 205.  
 Motions to discharge committees, 211.  
*Omitted from the Record*, 213.  
 Pension bills, 209.  
 President, bills presented to the, 206.  
 President, message from the, 205.  
 Private bills and resolutions, 213.  
 Private Calendar, 206.  
 Public bills and resolutions, 212.  
 Recess, adjournment, and evening session, 210.  
 Reference, change of, 212.  
 Reports, adverse, 211.  
 Reports of committees on public bills and resolutions, 211.  
 Resolutions and bills, private, 213.  
 Resolutions and bills, public, 212.  
 Senate bill referred, 207.  
 Senate, message from the, 205.  
 Statement and conference report, 207–208.  
 Swearing-in of Members, 205.  
 The Journal, 205.

## CONGRESSIONAL RECORD INDEX

Examples, 214–216.  
 History of Bills in Semimonthly Index, 216.  
 Rules and examples, 214.  
 Semimonthly Index, 214–216.

## SENATE AND HOUSE JOURNALS

General rules, 217.

## SENATE JOURNAL

Approvals, Presidential, 218.  
 Bills, introduction of, 218.  
 Committees, reports of, 219.  
 Enrolled bills signed, 219.  
 Executive session, 219.  
 House bill and joint resolution referred, 219.  
 House, message from the, 217.  
 Introduction of bills, 218.  
 Message from the House, 217.  
 Papers referred, 218.  
 Petitions, 217.  
 Petitions and memorials, 219.  
 Presidential approvals, 218.  
 Quorum, question of, 217.  
 Recess, 219.  
 Recess, date line following, 219.  
 Reports of committees, 219.  
 Votes, 226.

## HOUSE JOURNAL

Absence, leave of, 222.  
 Adjournment, 224.  
 Adverse report, 225.  
 After recess, date line, 221.  
 Automatic roll call, 223.  
 Bill and joint resolution presented to the President, 220.  
 Bills, resolutions, and memorials introduced, 225.  
 Calendar, Private, 221.  
 Call of the House, 223.  
 Change of reference, 225.  
 Concurrent resolution, sample, 221.  
 Conference report, 222.  
 Contested-election case, 222.  
 House bills approved, 220.  
 House, call of the, 223.  
 Leave of absence, 222.  
 Message from the President, 220.  
 Message from the Senate, 220.  
 Message read, President's, 220.  
 Petitions, 226.  
 President, message from the, 220.  
 President's message read, 220.  
 Private bills and resolutions introduced, 225.  
 Private bills and resolutions, reports on, 224.  
 Private Calendar, 221.  
 Public bills and resolutions, reports on, 224.

## HOUSE JOURNAL—continued

Public bills, resolutions, and memorials introduced, 225.  
 Recess, after, date line, 221.  
 Reference, change of, 225.  
 Report, adverse, 225.  
 Report, conference, 222.  
 Reports on private bills, 224.  
 Reports on public bills, 224.  
 Resolution, concurrent, sample, 221.  
 Roll call, automatic, 223.  
 Senate bill referred, 221.  
 Senate, message from the, 220.  
 Vote, yea-and-nay, 223.  
 Votes, 226.  
 Yea-and-nay vote, 223.

## SENATE JOURNAL INDEX

History of bills in Senate Journal, 227.  
 History of bills under names of Senators introducing them, 228.  
 Index in Senate Journal, 227.  
 Omnibus bills, style of Senate, 229.

## HOUSE JOURNAL INDEX

History of bills in House Journal, 230.  
 Index in House Journal, 230.

NOMINATIONS, REPORTS, DOCUMENTS,  
LAWS

Appropriation document, 249.  
 Calendar, Executive, 239.  
 Conference report, House, 243.  
 Conference report, Senate, 245.  
 Court of Claims document, 247.  
 Document, appropriation, 249.  
 Engineer document, 246.

Estimates in tabular form, samples of, 250.  
 Executive Calendar, 239.  
 Executive Journal extracts, 239.  
 Extracts, Executive Journal, 239.  
 House reports, samples, 240-241.  
 Messages, 237-238.  
 Nominations, general rules, 233.  
 Nominations, samples, 234-236.  
 President, veto message delivered by, 252.  
 Proclamation date, sample of, 253.  
 Sample of hearing title page, 254.  
 Sample of style for laws, 253.  
 Samples of estimates in tabular form, 250.  
 Senate report, sample, 242.  
 Statement in conference report, 244.  
 Title page, hearing, sample of, 254.  
 Veto message, 251.  
 Veto message delivered by the President, 252.  
 Withdrawal, 237.

## FOREIGN LANGUAGES

Alphabets of Cyrillic origin, 261.  
 Danish, 264-266.  
 Diacritical marks, 257-260.  
 Esperanto, 267-268.  
 Finnish, 269-270.  
 French, 271-274.  
 German, 275-278.  
 Greek (classical), 279-281.  
 Greek (modern), 282-284.  
 Hungarian, 285-286.  
 Italian, 287-288.  
 Norwegian, 289-290.  
 Polish, 291-292.  
 Portuguese, 293-294.  
 Reformed Portuguese orthography, 295-306.  
 Russian, 307-310.  
 Selected library and bibliographical terms, 262-263.  
 Spanish, 311-314.  
 Swedish, 315-317.  
 Turkish (new), 318-319.









